

ACTION BY: All Divisions and Offices

Major Disaster Operations

I PURPOSE

This Instruction (1) contains information on State USDA Disaster Committees and on the USDA Disaster Committee in Washington, and (2) transmits Secretary's Memorandum No. 1366, Responsibilities in Major Disaster Operations under Public Law 875, 81st Congress.

II STATE USDA DISASTER COMMITTEES

A Establishment and Membership. The Department has established for each State, and for the Virgin Islands and Puerto Rico, a State USDA Disaster Committee. Permanent membership of the committee will include the Chairman of the State ASC Committee, Commodity Stabilization Service (CSS), who shall also be chairman of the State USDA Disaster Committee, and the State Directors respectively of the Federal Extension Service, Civil Defense, and Farmers Home Administration. Such membership may be temporarily augmented through appointment by the Secretary, when the need arises, of two additional private members, one of whom shall be a farmer or rancher. Temporary members shall serve at the pleasure of the Secretary, but not longer than the duration of the emergency which prompted their appointment. The administrative officer of the State ASC office shall serve as secretary of the Committee and as Departmental representative.

B Function. Each committee functions as an investigative and advisory body concerning the effect of any severe and unusual natural condition, including flood, storm, drought, fire, hurricane, tornado, earthquake, or other catastrophe, including disease or insect infestation, affecting a widespread area in its particular State.

C Operations. The operations of the committees are conducted in accordance with procedures provided by CSS. These operations are exclusive of those performed by the Food Distribution Division of AMS under local disaster conditions requiring the distribution of surplus foods to needy persons on an emergency basis.

III USDA DISASTER COMMITTEE, WASHINGTON

A Membership. The USDA Disaster Committee in Washington was appointed by the Secretary of Agriculture, and is composed of representatives of various agencies of the Department and the Farm Credit Administration.

B AMS Representation. AMS representatives on this committee are:

R. K. Smith, Agricultural Estimates Division, and

J. W. Kirkbride, alternate, Agricultural Estimates Division.

IV AMS COOPERATION

AMS divisions and offices (including field offices) shall cooperate with these committees as necessary.

V MEMORANDUM OF UNDERSTANDING

The attached Memorandum of Understanding between the Department of Agriculture and the former Federal Civil Defense Administration (now the Office of Civil and Defense Mobilization (OCDM)) sets forth the general responsibilities of the Department and the OCDM concerning major disaster operations under Public Law 875, 81st Congress. The Memorandum of Understanding deals with natural disasters; it is not concerned with delegations of authority to the Department under the Federal Civil Defense Act for emergencies arising from enemy action.

AMS field offices should direct any questions they may have concerning the interpretation of the Memorandum of Understanding to their division headquarters in Washington.

O. V. Wells

O. V. Wells
Administrator

Attachment

ACTION BY: All Divisions and Offices

Major Disaster Operations

I PURPOSE

This Instruction (1) contains information on State USDA Disaster Committees and on major disaster operations in Washington, D. C., and (2) transmits Secretary's Memorandum No. 1366, Responsibilities in Major Disaster Operations under Public Law 875, 81st Congress.

II STATE USDA DISASTER COMMITTEES

A Establishment and Membership. The Department has established for each State, and for the Virgin Islands and Puerto Rico, a State USDA Disaster Committee. Permanent membership of the committee will include the Chairman of the State ASC Committee, Commodity Stabilization Service (CSS), who shall also be chairman of the State USDA Disaster Committee, and the State Directors respectively of the Federal Extension Service, Civil Defense, and Farmers Home Administration. Such membership may be temporarily augmented through appointment by the Secretary, when the need arises, of two additional private members, one of whom shall be a farmer or rancher. Temporary members shall serve at the pleasure of the Secretary, but not longer than the duration of the emergency which prompted their appointment. The administrative officer of the State ASC office shall serve as secretary of the committee and as Departmental representative.

B Functions and Reports.

1 Each State USDA Disaster Committee functions as an investigative and advisory body concerning the effect of any severe and unusual natural condition, including flood, storm, drought, fire, hurricane, tornado, earthquake, or other catastrophe, including disease or insect infestation, affecting a widespread area in its particular State.

(II B)

2 The committees shall report their findings to the Secretary, through CSS, concerning the nature, severity, and magnitude of the disaster and recommend whether the affected area should or should not be designated a major disaster or an emergency area. The recommendations also should specify the nature and type of Federal assistance that should be made available under applicable legislation.

C Operations. The operations of State USDA Disaster Committees are conducted in accordance with procedures provided by CSS. These operations are exclusive of those performed by the Food Distribution Division of AMS under local disaster conditions requiring the distribution of surplus foods to needy persons on an emergency basis.

III MAJOR DISASTER OPERATIONS IN WASHINGTON, D. C.

In Washington, D. C., recommendations for designation of disaster areas and special disaster program action will be directed to the Secretary of Agriculture for appropriate action by the Secretary or members of his staff.

IV AMS COOPERATION

AMS divisions and offices (including field offices) shall cooperate in major disaster operations as necessary.

V MEMORANDUM OF UNDERSTANDING

The attached Memorandum of Understanding between the Department of Agriculture and the former Federal Civil Defense Administration (now the Office of Civil and Defense Mobilization (OCDM)) sets forth the general responsibilities of the Department and the OCDM concerning major disaster operations under Public Law 875, 81st Congress. The Memorandum of Understanding deals with natural disaster; it is not concerned with delegations of authority to the Department for emergencies arising from enemy action.

AMS field offices should direct any questions they may have concerning the interpretation of the Memorandum of Understanding to their division headquarters in Washington.

O. V. Wells

O. V. Wells
Administrator

Attachment

ACTION BY: Division Directors and Heads of Staff Offices

Establishment of AMS Publications Committee

I PURPOSE

The purpose of this Instruction is to establish an AMS Publications Committee to plan and review the publications program of the Agricultural Marketing Service.

II ESTABLISHMENT OF AMS PUBLICATIONS COMMITTEE

In accordance with instructions contained in Secretary's Memorandum No. 1348 there is hereby established an AMS Publications Committee to plan and review the AMS publications program.

III RESPONSIBILITIES OF THE COMMITTEE

The AMS Publications Committee, which will serve on a continuing basis, shall have the responsibility for planning and reviewing the entire AMS publications program, including both processed and printed material, originating in Washington or in the field, and shall:

A Evaluate the publication needs of AMS and make recommendations thereon to the Administrator of AMS. In making such evaluations, consideration shall be given to economies that may be effected through:

- 1 Reducing the number of publications.
 - a Eliminating publications of limited or dubious value.
 - b Combining existing publications where advisable.
- 2 Reducing the size of publications.
- 3 Putting a larger proportion of publications on a sales basis.
- 4 More careful advance planning.

(III)

B Approve plans for preparation, publication, and distribution of manuscripts before they are written;

C Integrate AMS publications with the needs of Land-Grant Colleges and their publications programs in order to achieve close collaboration in publications planning, production, and utilization;

D Determine that the proposed publications do not duplicate known existing publications issued by private industry; and

E Assist the Department Publications Review Committee, and the subcommittees thereof, in carrying out the duties of said Review Committee as described in Secretary's Memorandum No. 1349.

IV MEETINGS OF COMMITTEE, AND DUTIES OF SECRETARY

A Frequency of Meetings. Regular meetings shall be held at least quarterly, and special meetings shall be held as needed at the call of the chairman.

B Duties of Secretary. The secretary shall keep minutes of all meetings of the Committee and shall maintain other records sufficient to document its work.

V MEMBERSHIP OF COMMITTEE

In addition to a representative to be designated to serve on the Committee by the Office of Information, the following are appointed members of the AMS Publications Committee:

Oris V. Wells, Chairman
Henry G. Herrell, Vice Chairman
Franklin Thackrey, Secretary
Bushrod W. Allin
Frank E. Blood
Howard P. Davis
Herman M. Southworth

VI CONSULTANTS TO COMMITTEE

The following representatives of individual divisions will be available as consultants to the AMS Publications Committee in supplying information or recommendations in their respective fields of work:

Agricultural Economics	- F. V. Waugh
Agricultural Estimates	- R. K. Smith
Cotton	- John W. Wright
Dairy	- H. C. Feddersen
Food Distribution	- Marvin M. Sandstrom
Fruit and Vegetable	- Arthur F. Browne
Grain	- C. W. Jackson
Livestock	- John C. Pierce
Marketing Research	- H. C. Trelogan
Poultry	- C. C. Warren
Tobacco	- C. G. Turner

O. V. Wells

O. V. Wells, Administrator

AMS, AGRICULTURAL ECONOMICS DIV
STATISTICAL AND HISTORICAL
2-20-54 RESEARCH BRANCH
AMS-D2 AGRICULTURAL HISTORY SECTION

ACTION BY: Division Directors and Staff Officers

AMS Publications Committee

REVISED MATERIAL

Makes changes in the membership of the AMS Publications Committee, and clarifies its authority and responsibilities.

Specific changes are not indicated because of the general nature of the revision.

Remove from the manual AMS Instruction 109-1, dated 7-26-54, and Auxiliary 1 to that Instruction, dated 6-15-55.

I PURPOSE

This Instruction designates an AMS Publications Committee in accordance with Department regulations to plan and review the publications program of the Agricultural Marketing Service.

II MEMBERSHIP OF COMMITTEE

In addition to a representative to be designated to serve on the Committee by the Office of Information, the following are appointed members of the AMS Publications Committee:

Henry G. Herrell, Chairman
Franklin Thackrey, Vice Chairman and Secretary
R. W. Lennartson
Omer W. Herrmann
Wayne V. Dexter
Earl R. Glover
Sylvan T. Warrington

III COMMITTEE AUTHORITY

The Committee is authorized to call on divisions and offices of AMS for such technical assistance as may be necessary and to establish such subcommittees as may be feasible to develop issues and alternative solutions for consideration by the Committee.

IV RESPONSIBILITIES OF THE COMMITTEE

The AMS Publications Committee, which will serve on a continuing basis, shall have the responsibility for planning and reviewing the entire AMS publications program, including both processed and printed material, originating in Washington or in the field, and shall:

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- 1 Reducing the number of publications.
 - a Eliminating publications of limited or dubious value.
 - b Combining existing publications where advisable.
- 2 Reducing the size of publications.
- 3 Putting a larger proportion of publications on a sales basis.
- 4 More careful advance planning.

B Assist the Administrator's Office in managing the publications program of the Agency by:

1 Analyzing and approving plans for preparation, publication and distribution of manuscripts and other issuances to meet the public needs for information from AMS;

2 Integrating AMS publications with the needs of Land-Grant Colleges and their publications programs in order to achieve close collaboration in publications planning, production, and utilization; and

3 Determining that the proposed publications do not duplicate known existing publications issued by private industry.

V MEETINGS OF COMMITTEE, AND DUTIES OF SECRETARY

A Frequency of Meetings. Regular meetings shall be held at least quarterly, and special meetings shall be held as needed at the call of the chairman.

B Duties of Secretary. The secretary shall keep minutes of all meetings of the Committee and shall maintain other records sufficient to document its work.

O. V. Wells

O. V. Wells
Administrator

ACTION BY: Division Directors and Staff Officers

AMS Publications Committee

REVISED MATERIAL

The Deputy Administrator, Economics and Statistics, is added to the membership of the AMS Publications Committee.

Change is indicated by asterisks.

Remove from the manual AMS Instruction 109-1, Rev. 1, dated 7-22-59.

I PURPOSE

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R. W. Lennartson
Omer W. Herrmann
-Nathan M. Koffsky-
Wayne V. Dexter
Earl R. Glover
Sylvan T. Warrington

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V MEETINGS OF COMMITTEE, AND DUTIES OF SECRETARY

A Frequency of Meetings. Regular meetings shall be held at least quarterly, and special meetings shall be held as needed at the call of the chairman.

B Duties of Secretary. The secretary shall keep minutes of all meetings of the Committee and shall maintain other records sufficient to document its work.

Oris V. Wells

Oris V. Wells
Administrator

ACTION BY: *Administrator's Staff and Division Directors*

Committee Management

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ACTION BY: Administrator's Staff and Division Directors

Committee Management

I PURPOSE AND SCOPE

This Instruction (1) prescribes a Committee Management Program in AMS to extend the Department's overall effort to insure the best possible utilization of committees, and (2) assigns responsibilities and prescribes procedure to meet this objective in AMS.

Attendance at sessions of non-Government formed industry technical committees or work groups in a nonmember capacity is not covered by this Instruction unless the committees are utilized by AMS in the same manner as Government-formed advisory committees. Procedure now being followed for administrative committees under the Agricultural Marketing Agreement Act of 1937 remains unchanged.

II APPLICATION

This Instruction is distributed to the Administrator's Staff and Division Directors only. However, its provisions should be brought to the attention of any field office concerned with committee activities within the scope of the Instruction. Extra copies are available in the Administrative Services Division, Procedures Branch, for this purpose.

III DEFINITIONS

A Committee means any group established to study or report on a designated subject, or to act continuously on a definite area of work. The term includes any board, commission, council, conference, panel, task force, or other subgroup functioning as a committee under a chairman.

B Public advisory committee means:

1 Any committee that is formed by a department or agency of the Government in the interest of obtaining advice or recommendations, or for any other purpose in addition to its basic advisory responsibilities (meaning thereby a committee also exercising administrative or operating functions), and that is not composed wholly of officers or employees of the Government; and

(III B)

2 Any committee that is not formed by a department or agency; however, such a group, etc., is considered a public advisory committee within the scope of this Instruction only during any period when it is being utilized by a department or agency in the same manner as a Government-formed advisory committee.

C Industry advisory committee means any public advisory committee composed predominantly of members or representatives of a single industry or group of related industries, or of any subdivision of a single industry made on a geographic, service, or product basis. In the Department of Agriculture any advisory group composed predominantly of agricultural producers, handlers, processors, or others connected with the production, processing, distribution, or use of agricultural commodities is considered an industry advisory committee.

D Statutory committee means any advisory committee, no matter how composed, for which the Congress has by law specified the purpose, composition, and conduct (such as the selection of chairman and holding of meetings), unless and to the extent such statute authorizes the President to prescribe regulations for the formation or use of such committee.

E Interdepartmental committee means any committee on which the membership is exclusively Government personnel representing two or more departments or independent agencies of the Government. The term may include committees involving representation of foreign governments or international agencies.

F Departmental committee means any committee composed exclusively of representatives of two or more agencies of the Department. The term may include committees involving State or local government representation.

G Liaison committee membership means official, authorized participation of a Department of Agriculture employee on a committee not sponsored by the Department, but which engages in activities which warrant such representation. Such membership may relate to non-Government committees or to interdepartmental committees. Excluded is merely personal association with professional, fraternal, civic, or similar types of nonofficial groups not sponsored by the Government.

(III)

H Agency committee means any committee which is composed of members from a single agency of the Department. The term may include committees involving State or local government representation. The term "Agency Committee" for the purposes of this Instruction includes committees composed of members from more than one division of AMS. Internal division committees (i.e., those whose membership is confined within the division) are excluded.

IV AUTHORITY TO ESTABLISH COMMITTEES

A Public and Industry Advisory Committees.

1 If public and industry advisory committees are to operate on a national basis, establishment shall be by the Secretary.

2 If public and industry advisory committees are to operate on a regional, State, or local basis, authority vested in the Secretary is delegated to the Administrator (or acting Administrator) to approve establishment of such committees. This delegation may not be redelegated, and action taken to approve the formation of such committees shall reflect adequate justification and document the purpose and plans of committee operations.

B Statutory Committees. Even though the Congress has authorized a statutory advisory committee (in terms of purpose, composition, and conduct), the procedure for its establishment and appointment of members shall conform to that prescribed for other public and industry advisory committees.

C Interdepartmental Committees. Establishment of interdepartmental committees shall have prior approval (1) by the Secretary for committees which are to operate on a national basis, and (2) by the Administrator for committees which are to operate on a regional, State, or local basis.

D Departmental Committees. Departmental committees may be established by the Administrator (of the sponsoring agency). However, if it is desirable to formalize or publicize such committees, establishment may be by the Secretary upon request by the Administrator.

(IV)

E Liaison Committee Membership. Liaison committee membership, as defined in Section III G, shall have prior approval by the Administrator.

F Agency Committees. Committees originating in any division of AMS with members from more than one division, or committees with local or State representatives, shall be established by the Administrator. Although internal division committees (see Section III H) are excluded from the provisions of this Instruction, Division Directors shall provide adequate control over the establishment and activities of such committees.

V CRITERIA FOR ESTABLISHING COMMITTEES

The following criteria shall govern the establishment of committees in AMS.

A The purpose of a committee must meet a specific need that cannot be met by an existing committee or through the regularly assigned duties and responsibilities of AMS officials and organizational units.

B Committee membership, from the standpoint of total number and extent of participation by interested officials or agencies, must be held to a minimum consistent with the purpose to be served or function to be performed.

C Meetings shall be held no more frequently than necessary to accomplish the stated purpose.

VI COMMITTEE MANAGEMENT OFFICER

The Deputy Administrator, Management, is the Committee Management Officer for AMS.

VII RESPONSIBILITIES

A The Committee Management Officer shall:

- 1 Direct a Committee Management Program in AMS;

(VII A)

2 Coordinate committee work through the appropriate Deputy Administrator including establishing, extending, or terminating committees chaired or sponsored by AMS;

3 Make recommendations through the appropriate Deputy Administrator to the Administrator concerning AMS participation on Departmental or interdepartmental committees; and

4 Serve as liaison between AMS and the Department on committee management activities, including the obtaining of any necessary waivers.

B The Administrative Services (AS) Division shall:

1 Assist the Committee Management Officer in the Committee Management Program, and

2 Maintain a central control record on committees.

C Divisions shall initiate requests in accordance with this Instruction for establishing, extending, modifying, or terminating committees or committee participation.

VIII REGULATIONS GOVERNING PUBLIC AND INDUSTRY ADVISORY COMMITTEES AND STATUTORY COMMITTEES

A Application. Regulations for the formation and use of public and industry advisory committees are prescribed by Executive Order. Such committees are required to observe uniform standards in order that they may function at all times in consonance with antitrust and conflict of interest laws. The Executive Order permits the exclusion of the following types of committees from the regulations as set forth in this Section. (The application of this exclusion in AMS will be determined by the Committee Management Officer.)

1 Any advisory committee for which Congress by statute has specified the purpose, composition, and conduct unless and to the extent such statute authorized the President to prescribe regulations for the formation or use of such committee;

(VIII A)

2 Any advisory committee composed wholly of representatives of a State or local agency or charitable, religious, educational, civic, social welfare, or other similar nonprofit organization; and

3 Any national, regional, or local committee whose sole function is the dissemination of information for public agencies, or to any local civic committee whose primary function is that of rendering public service other than giving advice or making recommendations to the Government.

B Advance Approval. Before making any contact with proposed members of a public or industry advisory committee or statutory committee, informal approval of the Administrator shall be obtained. Such approval does not constitute authority to establish the committee or waive any of the other requirements set forth in this Instruction.

C Chairmanship. As a matter of general policy, national public advisory committees shall be under the direction of an official from the Office of the Secretary as chairman, with an agency official as vice-chairman, unless another arrangement is appropriate for a particular committee for statutory or other reasons. Regional, State, or local public advisory committees shall be under the direction of a full-time USDA employee designated as chairman, unless this arrangement is waived by the Administrator (or acting Administrator) or is otherwise provided for by statute.

D Duration. Public and industry advisory committees whose duration is not otherwise fixed by law may not continue for more than 2 years without approval by the Secretary, granted not more than 60 days before the end of the 2-year period.

E Rotation of Membership.

1 Members appointed by the Department to national public advisory committees shall be limited to 2-year terms (unless otherwise provided by statute) to provide for rotation of membership and wide representation among the trade, industry, or clientele groups involved. Appointment of new members in the event of vacancies shall be for the unexpired period of the 2-year term. Committee appointments expire when the committee is terminated in accordance with Section XII.

(VIII E)

2 In the event that the Secretary extends the committee for another 2-year period, the membership shall be reconstituted. Appointment of new members should provide for rotation to the extent feasible and practicable. However, reappointments may be made to assure effectiveness and continuity of operations consistent with the purpose and experience of the particular committee.

F Mandatory Provisions.

1 Formation and Utilization. No public or industry advisory committee shall be formed or utilized unless (a) it is specifically authorized by law; or (b) the Secretary shall find it, as a matter of formal record, to be in the public interest in connection with the performance of duties imposed by law.

2 Advisory Status. Unless specifically authorized by law to the contrary, no public or industry advisory committee shall be utilized for functions not solely advisory. Determinations of actions to be taken with respect to matters upon which an advisory committee advises or recommends shall be made solely by officers or employees of the Government.

3 Basis of Representation. Each industry advisory committee shall be reasonably representative of the group of industries, the single industry, or the geographical, service, or product segment thereof to which it relates. This shall take into account the size and function of business enterprises in the industry or industries, and their location, affiliation, and competitive status, among other factors. Selection of industry members shall, unless otherwise provided by statute, be limited to individuals actively engaged in operations in the particular industry, industries, or segments concerned, except where the Secretary deems that such limitations would interfere with effective committee operation.

4 Clearance of Members. It is essential that a background clearance be obtained before appointment of members of national public and industry advisory committees, including statutory committees. (This clearance is not required for interdepartmental committees under Department sponsorship at national headquarters in Washington, D. C.) Such

(VIII F 4)

clearance involves consideration of information available in the Department and in other Government agencies. Department officials who recommend or approve prospective committee members, and those directly responsible for committee operation, should guard against appointments and committee activities which might occasion conflict of interest issues or violation of antitrust laws. (See Section IX A 3 and 4 for method of obtaining clearance.)

5 Rules Governing Meetings. Meetings of public or industry advisory committees formed or used by the Department are subject to the following rules, and chairmen of such committees shall conduct meetings in accordance with the rules. For public advisory committees, the Secretary may waive compliance with the requirements contained in paragraphs a, b, or c below when he formally determines that compliance would interfere with the proper functioning of the committee or would be impracticable, that adequate provisions are otherwise made to insure that committee operation is subject to Government control and purpose, and that waiver of the requirement is in the public interest.

a No meeting shall be held except at the call of, or with the advance approval of, a full-time salaried officer or employee of the Department, and with an agenda formulated or approved by such officer or employee.

b Meetings shall be under the chairmanship, or conducted in the presence of, a full-time salaried officer or employee of the Department who shall have the authority and be required to adjourn any meeting whenever he considers adjournment to be in the public interest.

c Minutes shall be kept of each meeting of a public advisory committee. Such minutes shall, as a minimum, contain a record of persons present, a description of matters discussed and conclusions reached, and copies of all reports received, issued, or approved by the committee. The accuracy of the minutes shall be certified to by a full-time salaried officer or employee of the Department present during the proceedings recorded.

(VIII F 5)

d A verbatim transcript shall be kept of proceedings at each meeting of an industry advisory committee. Such transcript shall include the names of persons present, their affiliation, and the capacity in which they attend. However, where the Secretary formally determines that a verbatim transcript would interfere with the proper functioning of such a committee or would be impracticable, and that waiver of the requirement of a verbatim transcript is in the public interest, he may authorize the keeping of minutes in lieu of a verbatim transcript. Such minutes shall, as a minimum, contain a record of persons present, a description of matters discussed and conclusions reached, and copies of all reports received, issued, or approved by the committee. The accuracy of the minutes shall be certified to by a full-time salaried officer or employee of the Department present during the proceedings recorded.

e Industry advisory committees shall not be permitted to receive, compile, or discuss data or reports showing the current or projected commercial operations of identified private business enterprises.

IX ESTABLISHMENT OF COMMITTEES

A Public and Industry Advisory Committees.

1 The division or office desiring to establish a public or industry advisory committee shall send a memorandum request, in duplicate, signed by the sponsoring Division Director or staff official, to the Administrator. The request shall:

a Indicate name of committee and its purpose and function;

b State whether the committee will operate on a national, regional, State, or local basis;

(IX A 1)

c Cite the statutory authority or reasons why the committee is needed "in the public interest in connection with the performance of duties...imposed by law";

d If a national committee, designate as chairman an official from the Office of the Secretary and as vice-chairman an agency official (unless a different arrangement is proposed for statutory or other reasons);

e If a regional, State, or local committee, designate as chairman a full-time USDA employee;

f Designate an executive secretary who will keep minutes, maintain records, and in other ways service the committee;

g List the proposed members or the organizations from which they will be chosen;

h Indicate the contemplated duration of the committee;

i Indicate the frequency of meetings and where meetings will generally be held; also the date of the first regularly scheduled meeting, if known; and

j Estimate the cost by fiscal year covering the period during which the proposed committee will be active, and state the source and availability of funds for this purpose. For non-Government members, include all costs to be paid; for Government members, include only costs other than salary, or a statement that no such costs will be incurred.

2 The Committee Management Officer shall:

a Coordinate with the appropriate Deputy Administrator, Administrator, and the Secretary's Office, as necessary, and obtain required approval;

(IX A 2)

b Return a copy of the memorandum to the Division Director, approved or disapproved; and

c Send the original memorandum to the AS Division.

3 Division Directors shall, if establishment of the committee is approved:

a Send a letter to each proposed member of a national public or industry advisory committee, using Exhibit A as a guide, to obtain necessary information for required background clearance; and

b Send a copy of outgoing letters and replies to the AS Division.

4 The AS Division shall:

a Prepare for signature by the Committee Management Officer, a memorandum to the Department's Office of Personnel, requesting background clearance, and send an informational copy of this memorandum to the AMS Personnel Division;

b Prepare an appropriate issuance (Secretary's Memorandum, or AMS issuance depending upon authority for establishment); and

c Keep the Marketing Information (MI) Division informed as to the status of the establishment of a committee in connection with the initiation of a press release.

d Forward the Secretary's Memorandum or other issuance, together with press release, if any, through the sponsoring Division, to the Committee Management Officer.

5 The MI Division shall prepare an appropriate press release announcing the functions of the committee, and forward it to the AS Division to be included with the draft of the Secretary's Memorandum when forwarded for clearance.

(IX A)

6 The chairman, vice-chairman, or executive secretary (as designated) of the public or industry advisory committee shall notify committee members, in writing, of their appointments and pertinent matters affecting their legal status and liabilities. Exhibit B, attached, is a sample letter to be used as a guide. Also, notify individuals not selected, using Exhibit C as a guide.

B Interdepartmental Committees.

1 The division or office desiring to establish an interdepartmental committee shall send a memorandum request, in duplicate, from the sponsoring Division Director or staff official to the Administrator. The request shall:

a Indicate the name of the committee and its purpose and function;

b State whether the committee will operate on a national, regional, State or local basis;

c Cite the statutory authority or reasons why the committee is needed "in the public interest in connection with the performance of duties ... imposed by law";

d Designate a proposed chairman and an executive secretary who will keep minutes, maintain records, and in other ways service the committee;

e List the proposed members or agencies from which they will be chosen;

f Indicate the contemplated duration of the committee; and

g Indicate the frequency of meetings and where meetings will generally be held; also the date of the first regularly scheduled meeting, if known.

2 The Committee Management Officer shall:

(IX B 2)

a Coordinate with the appropriate Deputy Administrator, Administrator, and the Secretary's Office, as necessary, and obtain required approval;

b Return a copy of the memorandum to the Division Director, approved or disapproved; and

c Send the original memorandum to the AS Division.

3 Division Directors shall, if establishment of the committee is approved:

a Prepare a letter to each proposed member requesting him to serve on the committee; and

b Send a copy of outgoing letters and replies to the AS Division.

4 The AS Division shall:

a Prepare a Secretary's Memorandum (numbered series) establishing the approved committee if it is national; or

b Prepare an AMS Instruction establishing the approved committee if it is regional, State, or local.

5 The chairman of the interdepartmental committee shall notify each committee member of his appointment.

C Departmental Committees.

1 The division or office desiring to establish a Departmental committee shall send a memorandum request, in duplicate, from the sponsoring Division Director or staff official to the Administrator, The request shall:

a Indicate the name of the committee and its purpose and function;

(IX C 1)

- b List members, designating chairman;
- c Indicate the frequency of meetings and the contemplated duration of committee;
- d Indicate whether minutes will be maintained (if so, designate a Secretary for this purpose).

2 The Committee Management Officer shall:

- a Coordinate with the appropriate Deputy Administrator and the Administrator, as necessary;
- b Return a copy of the memorandum to the Division Director, approved or disapproved; and
- c Send the original memorandum to the AS Division.

3 The AS Division shall, if establishment of the committee is approved, prepare an AMS Instruction (Secretary's Memorandum, if desirable) establishing the approved committee.

4 The chairman of the Departmental committee shall notify each committee member of his appointment.

D Liaison Committee Membership.

1 The division or office desiring liaison committee membership shall send a memorandum request, in duplicate, from the Division Director or staff official to the Administrator. The request shall contain:

- a Name of committee,
- b Sponsor,
- c Purpose,
- d Duration, and
- e Name of employee(s).

(IX D)

2 The Committee Management Officer shall:

- a Coordinate with the appropriate Deputy Administrator and the Administrator, as necessary;
- b Return a copy of the memorandum to the Division Director, approved or disapproved; and
- c Send the original memorandum to the AS Division.

E Agency Committees.

1 The division desiring to establish an Agency committee (i.e., one with members from more than one division) shall send a memorandum to the AS Division containing:

- a Name and purpose of the committee,
- b Proposed membership, and
- c Contemplated duration.

2 The AS Division shall prepare an AMS issuance and clear it in the usual manner. Approval and signature of the issuance shall constitute approval of the committee.

X MEMBERSHIP ON DEPARTMENTAL COMMITTEES NOT SPONSORED BY AMS

Membership on Departmental committees not sponsored by AMS may be approved by the Division Director (appropriate Deputy Administrator if the Division Director is the member). The Division Director shall notify the Committee Management Officer by memorandum of such membership; also when membership terminates.

XI MODIFICATION OF COMMITTEE ACTIVITIES OR MEMBERSHIP

Prior approval is required for modification of committee activities or membership. The division or office concerned shall request such approval by memorandum, in duplicate, to the Committee Management Officer.

XII TERMINATION OF COMMITTEES

Some committees are established for definite periods; the duration of others is indefinite. All committees shall terminate when no longer needed.

A Public and Industry Advisory Committees. The chairman (vice-chairman if a national committee) shall notify the Committee Management Officer by memorandum of the termination of a public or industry advisory committee if the committee is to terminate before the end of the scheduled period. (Public and industry advisory committees automatically terminate at the end of 2 years unless extended in accordance with Section XIII A.) Termination should also be announced in a final committee meeting, if practicable.

B Liaison Committee Membership. When liaison committee membership has terminated, the Division Director concerned shall notify the Committee Management Officer by memorandum, giving the name of the committee, name of the employee, and the date of termination of membership.

C Other Committees. If duration is definite, the committee will automatically terminate at the end of the scheduled period. If duration is indefinite, the sponsoring Division Director shall notify the Committee Management Officer by memorandum when the committee terminates.

XIII EXTENSION OF DURATION OF COMMITTEES

A Public and Industry Advisory Committees. The duration of a public or industry advisory committee whose duration is not otherwise fixed by law may be extended by the Secretary beyond the permitted 2-year period when he determines (in writing) that the committee is needed in the public interest. This determination must be made not more than 60 days before the expiration of each 2-year period.

1 The Division Director desiring to extend the duration of a public or industry advisory committee shall send a memorandum to the Committee Management Officer 60 days before expiration of the committee term, giving the reason for its continuance and the proposed new term.

2 The Committee Management Officer will request the Secretary's approval for extension and notify the Division Director concerned and the AS Division.

(XIII)

B Other Committees Having Definite Periods of Duration.

1 To request approval for extension of a committee (other than a public or industry advisory committee) having a definite period of duration the Division Director shall send a memorandum, in duplicate, to the Committee Management Officer, giving the reason for extension and the proposed new term.

2 The Committee Management Officer will return a copy of the memorandum to the Division Director, approved or disapproved, and send a copy to the AS Division.

XIV INFORMATION COVERAGE

A General Policy.

1 The Department maintains an open-door policy with respect to information on meetings of public and industry advisory committees. The application of this policy must necessarily vary according to the specific committee and the subject matter with which it deals, so that the public interest may be protected.

2 The general policy shall be to hold a briefing session for the press or issue a news release, or both, after a meeting of an advisory committee.

3 The Department works with the press to provide such appropriate additional information as may be requested. The responsibility for releases rests with the chairman of the advisory committee working with heads of agencies concerned and the Department's Office of Information.

B Coverage by AMS. AMS divisions and offices shall work with the MI Division in providing information on advisory committee activities to the Department's Office of Information and to the press and interested public. Any chairman planning an advisory committee meeting in Washington shall give advance notice to the MI Division. This shall be done as soon as possible, and not later than 3 days before the meeting, in order that the press and others may be appropriately informed. Similar notice should be given to the MI Division when a

(XIV B)

meeting at a field location is planned. This should be done at least 10 days in advance in order to give the MI Division time to notify local news media and to furnish information coverage following the meeting to the press and the interested public.

XV RECORDS, REPORTS, AND PERIODIC REVIEW

A The executive secretary of each committee shall maintain minutes, reports, and other material which document the activities of his committee. Committee agenda, transcripts or notes of meetings, studies, analyses, and reports or other data compilations or working papers, made available to or prepared by or for any advisory committee, shall be made available, upon request by the Attorney General, to his duly authorized representatives, subject to such security restrictions as may be properly imposed on the materials involved.

B The AS Division shall:

1 Furnish from control records maintained on committees, any records or special reports required by the Department; and

2 Send a list of committee assignments to each division annually for review and any necessary corrections.

C The sponsoring division shall:

1 Review activities of committees sponsored or chaired by the division to assure that each committee continues to meet the criteria under which it was established; and

2 Maintain obligation records of committee expenses of non-Government members of public and industry advisory committees which it sponsors.



S. R. Smith
Administrator

Attachment

Sample Letter for Obtaining Information
Required for Background Clearance

Mr. John Doe
Florida Citrus Commission
220 Dale Street
Miami, Florida

Dear Mr. Doe:

The Department is considering the establishment of a national public (or industry) advisory committee to study _____ and make recommendations to Department officials.

A number of people have been suggested as potential members for the prospective committee. If you would be willing to serve on such a committee, we shall appreciate having certain biographical information from you in order that representative selections may be made after necessary background inquiry. This is necessary for the protection of the Government and is required by the Department's regulations. Please give your full name, place and date of birth, present residence address, business address, and a brief statement of your major business and organizational affiliations.

Executive Order 11007 of February 26, 1962, and the Department's regulations require that information on the affiliations of members of public (or industry) advisory committees be made available, upon request, to the Congress, the President, or the Attorney General.

Travel expenses will be available upon advance request of individual committee members. Such expenses are subject to the Standardized Government Travel Regulations and the Administrative Regulations of the Department. Per diem, in lieu of actual subsistence expenses, is allowed at the rate of \$16 per day. Also allowed are actual transportation expenses by common carrier, or when privately owned automobile is used, mileage at the rate of 9 cents per mile. Transportation by air is limited to the cost of less than first-class accommodations (coach, tourist, or one-class) when such flights are available and will meet the essential requirements of the travel. You may, of course, travel at the expense of your own company (or other business affiliation) if you prefer.

You will be notified as to whether or not you have been selected to serve on the committee.

Sincerely yours,

Sample Letter for Informing Members of Public
or Industry Advisory Committees of Appointment

Mr. John Doe
Florida Citrus Commission
220 Dale Street
Miami, Florida

Dear Mr. Doe:

You have now been made an official member of the Public (or Industry) Advisory Committee established for the purpose of _____.

The President of the United States on February 26, 1962, issued Executive Order 11007 prescribing regulations for the formation and use of advisory committees in order to provide uniform standards so that such committees shall function at all times in consonance with the antitrust and conflict of interest laws.

Briefly, the Executive Order provides that a public (or industry) advisory committee shall be authorized by law or specifically determined to be in the public interest in connection with the performance of duties imposed by law. Its functions must be solely advisory, and determinations of action to be taken with respect to matters upon which a committee advises or recommends are to be made only by the Government.

Regulations are prescribed for the conduct of meetings, as follows:

1. Committee meetings shall be called by or with the advance approval of the Department, and the agenda shall be formulated or approved by the Department.
2. The meetings shall be under the chairmanship of a full-time salaried Department official. This official has the authority, and is required, to adjourn any meeting whenever he considers adjournment to be in the public interest.
3. Minutes of each meeting shall be kept which shall, as a minimum, contain a record of persons present, a description of matters discussed and conclusions reached, and copies of all reports received, issued or approved by the committee. The minutes are to be certified by the full-time Government employee present during the proceedings.

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Of course, membership on the committee does not give any person or group of persons authority to engage in any activity which would be a violation of the antitrust or other laws, and the Department of Justice retains full freedom to institute proceedings, either civil or criminal, in the event there is any such violation. However, it is felt that if there is strict compliance with the regulations, no member of an advisory committee needs to be concerned by reason of his participation under these standards in the activity of the committee.

We are looking forward to having you as a working member of this committee and shall expect to see you at our first meeting which is to be held in _____ on _____.
(Location) (date)

Sincerely yours,

Chairman

Sample Letter for Notifying Individuals
Who Are Not Selected for Membership

Mr. John Allen
Florida Lemon Growers Association
Ft. Lauderdale, Florida

Dear Mr. Allen:

We appreciate the biographical information you sent us and your willingness to serve on the _____ Committee.

Committee membership, from the standpoint of total number and extent of participation by interested parties, must be held to a minimum consistent with the job to be done. In this instance, we decided to have only _____ members, who have been chosen primarily by reason of geographical location or occupation.

We are keeping you in mind and hope to call on you for service at some future date.

Sincerely yours,

Chairman

ACTION BY: Administrator's Staff and Division Directors

Committee Management

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- B Sample Letter for Obtaining Information on Proposed Members for Regional, State, or Local Public or Industry Advisory Committees
- C Sample Letter for Informing Members of Public or Industry Advisory Committees of Appointment
- D Sample Letter for Notifying Individuals Who Are Not Selected for Membership on a Public or Industry Advisory Committee

ACTION BY: Administrator's Staff and Division Directors

Committee Management

I PURPOSE AND SCOPE

This Instruction (1) prescribes a Committee Management Program in AMS to extend the Department's overall effort to insure the best possible utilization of committees, and (2) assigns responsibilities and prescribes procedure to meet this objective in AMS.

Attendance at sessions of non-Government formed industry technical committees or work groups in a nonmember capacity is not covered by this Instruction unless the committees are utilized by AMS in the same manner as Government-formed advisory committees. Procedure now being followed for administrative committees under the Agricultural Marketing Agreement Act of 1937 remains unchanged.

II APPLICATION

This Instruction is distributed to the Administrator's Staff and Division Directors only. However, its provisions should be brought to the attention of any field office concerned with committee activities within the scope of the Instruction. Extra copies are available in the Administrative Services (AS) Division, Procedures Branch, for this purpose.

III DEFINITIONS

A Committee means any group established to study or report on a designated subject, or to act continuously on a definite area of work. The term includes any board, commission, council, conference, panel, task force, or other subgroup functioning as a committee under a chairman.

B Public advisory committee means:

1 Any committee that is formed by a department or agency of the Government in the interest of obtaining advice or recommendations, or for any other purpose in addition to its basic advisory responsibilities (meaning thereby a committee also exercising administrative or operating functions), and that is not composed wholly of officers or employees of the Government; and

(III B)

2 Any committee that is not formed by a department or agency; however, such a group, etc., is considered a public advisory committee within the scope of this Instruction only during any period when it is being utilized by a department or agency in the same manner as a Government-formed advisory committee.

C Industry advisory committee means any public advisory committee composed predominantly of members or representatives of a single industry or group of related industries, or of any subdivision of a single industry made on a geographic, service, or product basis. In the Department of Agriculture any advisory group composed predominantly of agricultural producers, handlers, processors, or others connected with the production, processing, distribution, or use of agricultural commodities is considered an industry advisory committee.

D Statutory committee means any advisory committee, no matter how composed, for which the Congress has by law specified the purpose, composition, and conduct (such as the selection of chairman and holding of meetings), unless and to the extent such statute authorizes the President to prescribe regulations for the formation or use of such committee.

* E *-Interagency committee means:

* 1 Any formally constituted committee on which the membership
* is exclusively Government personnel representing two or more departments
* or independent agencies of the Government and that meets from time to
* time for the purpose of formulating advice or recommendations or for any
* other stated purpose, or

* 2 Any public advisory committee which includes as members
* representatives of two or more Federal agencies.-*

F Departmental committee means any committee composed exclusively of representatives of two or more agencies of the Department. The term may include committees involving State or local government representation.

G Liaison committee membership means official, authorized participation of a Department of Agriculture employee on a committee not sponsored by the Department, but which engages in activities which warrant such representation. Such membership may relate to non-Government

(III G)

committees or to *-interagency-* committees. Excluded is merely personal association with professional, fraternal, civic, or similar types of nonofficial groups not sponsored by the Government. *

H Agency committee means any committee which is composed of members from a single agency of the Department. The term may include committees involving State or local government representation. The term "agency committee" for the purposes of this Instruction includes committees composed of members from more than one division of AMS. Internal division committees (i.e., those whose membership is confined within the division) are excluded.

IV AUTHORITY TO ESTABLISH COMMITTEES

A Public and Industry Advisory Committees.

1 If public and industry advisory committees are to operate on a national basis, establishment shall be by the Secretary.

2 If public and industry advisory committees are to operate on a regional, State, or local basis, authority vested in the Secretary is delegated to the Administrator (or acting Administrator) to approve establishment of such committees. This delegation may not be redelegated, and action taken to approve the formation of such committees shall reflect adequate justification and document the purpose and plans of committee operations.

B Statutory Committees. Even though the Congress has authorized a statutory advisory committee (in terms of purpose, composition, and conduct), the procedure for its establishment and appointment of members shall conform to that prescribed for other public and industry advisory committees.

C *-Interagency-* Committees. Establishment of *-interagency-* committees shall have prior approval (1) by the Secretary for committees which are to operate on a national basis, and (2) by the Administrator for committees which are to operate on a regional, State, or local basis. *

D Departmental Committees. Departmental committees may be established by the Administrator (of the sponsoring agency). However, if it is desirable to formalize or publicize such committees, establishment may be by the Secretary upon request by the Administrator.

(IV)

E Liaison Committee Membership. Liaison committee membership, as defined in Section III G, shall have prior approval by the Administrator.

F Agency Committees. Committees originating in any division of AMS with members from more than one division, or committees with local or State representatives, shall be established by the Administrator. Although internal division committees (see Section III H) are excluded from the provisions of this Instruction, Division Directors shall provide adequate control over the establishment and activities of such committees.

V CRITERIA FOR ESTABLISHING COMMITTEES

The following criteria shall govern the establishment of committees in AMS.

A The purpose of a committee must meet a specific need that cannot be met by an existing committee or through the regularly assigned duties and responsibilities of AMS officials and organizational units.

B Committee membership, from the standpoint of total number and extent of participation by interested officials or agencies, must be held to a minimum consistent with the purpose to be served or function to be performed.

C Meetings shall be held no more frequently than necessary to accomplish the stated purpose.

VI COMMITTEE MANAGEMENT OFFICER

The Deputy Administrator, Management, is the Committee Management Officer for AMS.

VII RESPONSIBILITIES

A The Committee Management Officer shall:

- 1 Direct a Committee Management Program in AMS;

(VII A)

2 Coordinate committee work through the appropriate Deputy Administrator including establishing, extending, or terminating committees chaired or sponsored by AMS;

3 Make recommendations through the appropriate Deputy Administrator to the Administrator concerning AMS participation on departmental or *-interagency-* committees; and *

4 Serve as liaison between AMS and the Department on committee management activities, including the obtaining of any necessary waivers.

B The AS Division shall:

1 Assist the Committee Management Officer in the Committee Management Program, and

2 Maintain a central control record on committees *-Form AD-241, Committee Control Record).-*

C Divisions shall initiate requests in accordance with this Instruction for establishing, extending, modifying, or terminating committees or committee participation.

VIII REGULATIONS GOVERNING PUBLIC AND INDUSTRY ADVISORY COMMITTEES AND STATUTORY COMMITTEES

A Application. Regulations for the formation and use of public and industry advisory committees are prescribed by Executive Order. Such committees are required to observe uniform standards in order that they may function at all times in consonance with antitrust and conflict of interest laws. The Executive Order permits the exclusion of certain types of committees from the regulations as set forth below. *-However, these committees are subject to reporting requirements and maintenance of records set forth in Section XVI.-* (The application of this exclusion in AMS will be determined by the Committee Management Officer.) *

1 Any advisory committee for which Congress by statute has specified the purpose, composition, and conduct unless and to the extent such statute authorized the President to prescribe regulations for the formation or use of such committee;

2 Any advisory committee composed wholly of representatives of a State or local agency, or charitable, religious, educational, civic, social welfare, or other similar nonprofit organization; and

(VIII A)

3 Any national, regional, or local committee whose sole function is the dissemination of information for public agencies, or to any local civic committee whose primary function is that of rendering public service other than giving advice or making recommendations to the Government.

B Advance Approval. Before making any contact with proposed members of a public or industry advisory committee or statutory committee, informal approval of the Administrator shall be obtained. Such approval does not constitute authority to establish the committee or waive any of the other requirements set forth in this Instruction.

C Chairmanship. As a matter of general policy, national public advisory committees shall be under the direction of an official from the Office of the Secretary as chairman, with an agency official as vice-chairman, unless another arrangement is appropriate for a particular committee for statutory or other reasons. Regional, State, or local public advisory committees shall be under the direction of a full-time USDA employee designated as chairman, unless this arrangement is waived by the Administrator (or acting Administrator) or is otherwise provided for by statute.

D Duration. (See Section XIV for requirements regarding extension.)

1 National public or industry advisory committees whose duration is not otherwise fixed by law shall terminate 2 years from the date of formation unless the Secretary determines not more than 60 days before the end of the 2-year period that continuation is in the public interest. *-A like determination is required not more than 60 days before the end of each subsequent 2-year period.

2 Regional, State, or local advisory committees shall also terminate 2 years from date of formation unless the Administrator (or acting Administrator) determines not more than 60 days before the end of the 2-year period that continuation is in the public interest. A like determination is required for each subsequent 2-year period.-*

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E Rotation of Membership.

1 Members appointed by the Department to national public advisory committees shall be limited to 2-year terms (unless otherwise provided by statute) to provide for rotation of membership and wide representation among the trade, industry, or clientele groups involved. Appointment of new members in the event of vacancies shall be for the unexpired period of the 2-year term. Committee appointments expire when the committee is terminated in accordance with Section XIII.

2 In the event that the Secretary extends the committee for another 2-year period, the membership shall be reconstituted. Appointment of new members should provide for rotation to the extent feasible and practicable. However, reappointments may be made to assure effectiveness and continuity of operations consistent with the purpose and experience of the particular committee.

F Mandatory Provisions.

1 Formation and Utilization. No public or industry advisory committee shall be formed or utilized unless (a) it is specifically authorized by law; or (b) the Secretary shall find it, as a matter of formal record, to be in the public interest in connection with the performance of duties imposed by law.

2 Advisory Status. Unless specifically authorized by law to the contrary, no public or industry advisory committee shall be utilized for functions not solely advisory. Determinations of actions to be taken with respect to matters upon which an advisory committee advises or recommends shall be made solely by officers or employees of the Government.

3 Basis of Representation. Each industry advisory committee shall be reasonably representative of the group of industries, the single industry, or the geographical, service, or product segment thereof to which it relates. This shall take into account the size and function of business enterprises in the industry or industries, and their location, affiliation, and competitive status, among other factors. Selection of industry members shall, unless otherwise provided by statute, be limited to individuals actively engaged in operations in the

(VIII F 3)

particular industry, industries, or segments concerned, except where the Secretary deems that such limitations would interfere with effective committee operation.

* 4 Clearance of Members. It is essential that a background clearance be obtained before appointment of members of national public and industry advisory committees, including statutory committees. (This clearance is not required for *-interagency-* committees under Department sponsorship at national headquarters in Washington, D. C.) Such clearance involves consideration of information available in the Department and in other Government agencies. Department officials who recommend or approve prospective committee members, and those directly responsible for committee operation, should guard against appointments and committee activities which might occasion conflict of interest issues or violation of antitrust laws. (See Section X A 3 and 4 for method of obtaining clearance.)

5 Rules Governing Meetings. Meetings of public or industry advisory committees formed or used by the Department are subject to the following rules, and chairmen of such committees shall conduct meetings in accordance with the rules. For public advisory committees, the Secretary may waive compliance with the requirements contained in paragraphs a, b, or c below when he formally determines that compliance would interfere with the proper functioning of the committee or would be impracticable, that adequate provisions are otherwise made to insure that committee operation is subject to Government control and purpose, and that waiver of the requirement is in the public interest.

a No meeting shall be held except at the call of, or with the advance approval of, a full-time salaried officer or employee of the Department, and with an agenda formulated or approved by such officer or employee.

b Meetings shall be under the chairmanship, or conducted in the present of, a full-time salaried officer or employee of the Department who shall have the authority and be required to adjourn any meeting whenever he considers adjournment to be in the public interest.

c Minutes shall be kept of each meeting of a public advisory committee. Such minutes shall, as a minimum, contain a record of persons present, a description of

(VIII F 5 c)

matters discussed and conclusions reached, and copies of all reports received, issued, or approved by the committee. The accuracy of the minutes shall be certified to by a full-time salaried officer or employee of the Department present during the proceedings recorded.

d A verbatim transcript shall be kept of proceedings at each meeting of an industry advisory committee. Such transcript shall include the names of persons present, their affiliation, and the capacity in which they attend. However, where the Secretary formally determines that a verbatim transcript would interfere with the proper functioning of such a committee or would be impracticable, and that waiver of the requirement of a verbatim transcript is in the public interest, he may authorize the keeping of minutes in lieu of a verbatim transcript. Such minutes shall, as a minimum, contain a record of persons present, a description of matters discussed and conclusions reached, and copies of all reports received, issued, or approved by the committee. The accuracy of the minutes shall be certified to by a full-time salaried officer or employee of the Department present during the proceedings recorded.

e Industry advisory committees shall not be permitted to receive, compile, or discuss data or reports showing the current or projected commercial operations of identified private business enterprises.

*-IX REGULATIONS GOVERNING INTERAGENCY COMMITTEES

Special provisions covering interagency committees are listed below:

A Chairmanship. The chairman is responsible for the conduct of all committee activities, including the calling of meetings and preparation of agenda and reports. Dual or rotating chairmanships should be avoided.

B Financing of Secretariat Services. The Bureau of the Budget requires that secretariat services and funds be provided, if necessary, for interagency committees. Assignment of personnel and other participation in kind should be considered before transfers of funds are proposed.

(IX B)

* Proposals on such financing should be submitted to the Department's Of-
* fice of Budget and Finance for appropriate consideration and determina-
* tion in the Secretary's Office and referral to the Bureau of the Budget,
* if necessary.

* C Functions and Responsibilities. Interagency committees shall
* not be assigned responsibility for performance of operating or executive
* functions, such as making determinations or administering programs.
* Functions should be stated in specific terms limited to advice, investi-
* gations, reports, recommendations, etc., incidental to interagency con-
* sideration or coordination of executive branch programs or problems.

* D Establishment. When existing authority is adequate, inter-
* agency committees shall be established as outlined in Section X, after
* exchange of letters or similar documents among participating agencies.
* Unless there is a clear need to do so, establishment by law should not
* be proposed. Establishment by Executive Order should be proposed only
* when specific delegations of statutory authority or formal assignments
* of responsibility are being made to a number of agencies and a coordi-
* nating committee is to be utilized.

* E Publication in the Federal Register. Upon establishment of an
* interagency committee, or extension after a 2-year period, a notice shall
* be published in the Federal Register, unless such publication is incon-
* sistent with law or regulations, or would not be in the public interest.

* F Membership. Membership is reserved to departments and agencies
* having an interest in major phases of committee business. Agencies
* having limited interest may be invited to participate when their area of
* interest is under consideration.

* G Duration.

* 1 Temporary committees or ad hoc handling and disposition
* should be used for transitory matters or business of short duration.

* 2 Standing committees should be established only when
* recurrent group consideration or coordination is essential to transact
* committee business. Such committees should be terminated as soon as
* practicable. Approval is necessary if extension beyond the end of the
* second fiscal year is necessary. (See Section XIV for requirements.)
* Date of formation of a committee is deemed to be June 30 of the fiscal
* year in which established.

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H Approval of Exceptions. Prior approval of the Director of the Bureau of the Budget is required:

1 When it is proposed that a committee have a dual or rotating chairmanship, or

2 When contribution of funds by member agencies is considered necessary. Consideration shall be given at that time to any special funding or administrative support arrangements required.

I Terminology. For uniformity within the executive branch, different types of committees should be given standard designations. Existing groups should have the titles changed to conform to the following:

1 Only committees established by law should be identified as "commissions," "councils," or "boards."

2 Interagency groups of a continuing nature (standing committees) should be called "committees" and their subgroups "subcommittees."

3 Ad hoc or temporary groups should be designated by terms such as a conference, task force, team, party, group, panel, etc.-*

X ESTABLISHMENT OF COMMITTEES

A Public and Industry Advisory Committees.

1 The division or office desiring to establish a public or industry advisory committee shall send a memorandum request, in duplicate, signed by the sponsoring Division Director or staff official, to the Administrator. The request shall:

a Indicate name of committee and its purpose and function;

b State whether the committee will operate on a national, regional, State, or local basis;

c Cite the statutory authority or reasons why the committee is needed "in the public interest in connection with the performance of duties...imposed by law";

(X A 1)

d If a national committee, designate as chairman an official from the Office of the Secretary, and as vice-chairman an agency official (unless a different arrangement is proposed for statutory or other reasons);

e If a regional, State, or local committee, designate as chairman a full-time USDA employee;

f Designate an executive secretary who will keep minutes, maintain records, and in other ways service the committee;

g List the proposed members of the organizations from which they will be chosen;

h Indicate the contemplated duration of the committee;

i Indicate the frequency of meetings and where meetings will generally be held; also the date of the first regularly scheduled meeting, if known; and

j Estimate the cost by fiscal year covering the period during which the proposed committee will be active, and state the source and availability of funds for this purpose. For non-Government members, include all costs to be paid by the Government. *-For Government members, include man-hours and salary costs for time devoted to committee work. If less than one-fourth man year, state "nominal." (See also AMS Instruction 109-2, Fiscal Aspects of the Operation of Advisory Committees.)-*

2 The Committee Management Officer shall:

a Coordinate with the appropriate Deputy Administrator, Administrator, and the Secretary's Office, as necessary, and obtain required approval;

b Return a copy of the memorandum to the Division Director, approved or disapproved; and

c Send the original memorandum to the AS Division.

(X A)

3 Division Directors shall, if establishment of the committee is approved:

a Send a letter to each proposed member (use Exhibit A as a guide for national committees; *-Exhibit B for regional, State, or local committees);-* and

*
*

b Send a copy of outgoing letters and replies to the AS Division.

4 The AS Division shall:

a Prepare, for signature by the Committee Management Officer, a memorandum to the Department's Office of Personnel requesting background clearance for members of national committees, and send an informational copy of this memorandum to the AMS Personnel Division;

b Prepare an appropriate issuance (Secretary's Memorandum, or AMS issuance depending upon authority for establishment);

c Keep the Marketing Information (MI) Division informed as to the status of the establishment of a committee in connection with the initiation of a press release;

d Forward the Secretary's Memorandum or other issuance, together with press release, if any, through the sponsoring division, to the Committee Management Officer; and

-e Forward a prepared "Certificate of Appointment" for each committee member for signature by the Secretary. (Such certificates shall be distributed at the first committee meeting, or mailed by the agency official of the committee.)-

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*

5 The MI Division shall prepare an appropriate press release announcing the functions of the committee, and forward it to the AS Division to be included with the draft of the Secretary's Memorandum when forwarded for clearance.

(X A)

6 The chairman, vice-chairman, or executive secretary (as designated) of the public or industry advisory committee shall notify committee members, in writing, of their appointments and pertinent matters affecting their legal status and liabilities. Exhibit C is a sample letter to be used as a guide. Also, notify individuals not selected, using Exhibit D as a guide.

* B *-Interagency-* Committees.

* 1 The division or office desiring to establish an *-inter-agency-* committee shall contact other agencies on proposed membership, then send a memorandum request, in duplicate, from the sponsoring Division Director or staff official to the Administrator. The request shall:

a Indicate the name of the committee and its purpose and function;

b State whether the committee will operate on a national, regional, State, or local basis;

c Cite the statutory authority or reasons why the committee is needed "in the public interest in connection with the performance of duties...imposed by law";

d Designate a proposed chairman and an executive secretary who will keep minutes, maintain records, and in other ways service the committee;

e List the proposed members or agencies from which they will be chosen;

f Indicate the contemplated duration of the committee;

g Indicate the frequency of meetings and where meetings will generally be held; also the date of the first regularly scheduled meeting, if known;

* *-h Cite source of funds and estimated annual amount;
* list contributions of each agency, if more than one; and
* state authority through which committee is given financial
* support;

(X B 1)

- i Describe secretariat services to be rendered, including estimated man-hours and salary costs annually; if full-time, indicate organizational location of secretariat personnel; and *
 - j Estimate all other costs of the committee, including agency staff time (other than secretariat) devoted to committee work; if less than one-fourth of man-year, state "Nominal."-* *
- 2 The Committee Management Officer shall:
- a Coordinate with the appropriate Deputy Administrator, Administrator, and the Secretary's Office, as necessary, and obtain required approval;
 - b Return a copy of the memorandum to the Division Director, approved or disapproved; and
 - c Send the original memorandum to the AS Division.
- 3 *-The AS Division shall assist the Division Director with the notice to be published in the Federal Register.-* *
- 4 Division Directors shall, if establishment of the committee is approved:
- a Prepare a letter to each proposed member requesting him to serve on the committee;
 - b Send a copy of outgoing letters and replies to the AS Division; and
 - *-c Arrange for a notice to be published in the Federal Register, if the committee is chaired by AMS. (See AMS Instruction 123-1, Publication of Documents in the Federal Register, etc., for requirements.) *
- 5 The chairman of the *-interagency-* committee shall notify each committee member of his appointment. *

(X)

C Departmental Committees.

1 The division or office desiring to establish a Department committee shall send a memorandum request, in duplicate, from the sponsoring Division Director or staff official to the Administrator. The request shall:

- a Indicate the name of the committee and its purpose and function;
- b List members, designating chairman;
- c Indicate the frequency of meetings and the contemplated duration of committee;
- d Indicate whether minutes will be maintained (if so, designate a secretary for this purpose).

2 The Committee Management Officer shall:

- a Coordinate with the appropriate Deputy Administrator, and the Administrator, as necessary;
- b Return a copy of the memorandum to the Division Director, approved or disapproved; and
- c Send the original memorandum to the AS Division.

3 The AS Division shall, if establishment of the committee is approved, prepare an AMS Instruction (Secretary's Memorandum, if desirable) establishing the approved committee.

4 The chairman of the Departmental Committee shall notify each committee member of his appointment.

D Liaison Committee Membership.

1 The division or office desiring liaison committee membership shall send a memorandum request, in duplicate, from the Division Director or staff official to the Administrator. The request shall contain:

(X D 1)

- a Name of committee,
- b Sponsor,
- c Purpose,
- d Duration, and
- e Name of employee(s).

2 The Committee Management Officer shall:

- a Coordinate with the appropriate Deputy Administrator, and the Administrator, as necessary;
- b Return a copy of the memorandum to the Division Director, approved or disapproved; and
- c Send the original memorandum to the AS Division.

E Agency Committees.

1 The division desiring to establish an agency committee (i.e., one with members from more than one division) shall send a memorandum to the AS Division containing:

- a Name and purpose of the committee,
- b Proposed membership, and
- c Contemplated duration.

2 The AS Division shall prepare an AMS issuance and clear it in the usual manner. Approval and signature of the issuance shall constitute approval of the committee.

XI MEMBERSHIP ON DEPARTMENTAL COMMITTEES NOT SPONSORED BY AMS

Membership on departmental committees not sponsored by AMS may be approved by the Division Director (appropriate Deputy Administrator, if the Division Director is the member). The Division Director shall notify the Committee Management Officer by memorandum of such membership; also when membership terminates.

XII MODIFICATION OF ACTIVITIES OR MEMBERSHIP ON COMMITTEES SPONSORED BY AMS

Prior approval is required for modification of activities or membership of committees sponsored by AMS. The division or office concerned shall request such approval by memorandum, in duplicate, to the Committee Management Officer.

XIII TERMINATION OF COMMITTEES

Some committees are established for definite periods; the duration of others is indefinite. All committees shall terminate when no longer needed.

A Public and Industry Advisory Committees. The chairman (vice-chairman if a national committee) shall notify the Committee Management Officer by memorandum of the termination of a public or industry advisory committee if the committee is to terminate before the end of the scheduled period. (Public and industry advisory committees automatically terminate at the end of 2 years unless extended in accordance with Section XIV A.) Termination should also be announced in a final committee meeting, if practicable.

B Liaison Committee Membership. When liaison committee membership has terminated, the Division Director concerned shall notify the Committee Management Officer by memorandum, giving the name of the committee, name of the employee, and the date of termination of membership.

C Other Committees. If duration is definite, the committee will automatically terminate at the end of the scheduled period. If duration is indefinite, the sponsoring Division Director shall notify the Committee Management Officer by memorandum when the committee terminates.

XIV EXTENSION OF DURATION OF COMMITTEES

* A Advisory and *-Interagency-* Committees.

* 1 The Division Director desiring to extend the duration of
* a public or industry advisory committee *-or an interagency committee-*
shall send a memorandum to the Committee Management Officer 60 days before
expiration of each 2-year period of the committee term, giving the reason
* for its continuance and the proposed new term. *-(Date of formation of
* an interagency committee is deemed to be June 30 of the fiscal year in
* which established.)-*

(XIV A)

2 The Committee Management Officer shall:

a Request approval for extension from the Secretary for a national committee, *-and from the Administrator for a regional, State, or local committee;^{1/}-* and

*
*

b Notify the Division Director concerned and the AS Division.

B Other Committees Having Definite Periods of Duration.

1 To request approval for extension of a committee other than an advisory *-or interagency-* committee having a definite period of duration, the Division Director shall send a memorandum, in duplicate, to the Committee Management Officer, giving the reason for extension and the proposed new term.

*

2 The Committee Management Officer will return a copy of the memorandum to the Division Director, approved or disapproved, and send a copy to the AS Division.

XV INFORMATION COVERAGE

A General Policy.

1 The Department maintains an open-door policy with respect to information on meetings of public and industry advisory committees. The application of this policy must necessarily vary according to the specific committee and the subject matter with which it deals, so that the public interest may be protected.

1/ For an interagency committee established by law, Executive Order, or pursuant to Presidential direction, the Secretary informs the Director of the Bureau of the Budget if he believes the committee term should be extended.

(XV A)

2 The general policy shall be to hold a briefing session for the press or issue a news release, or both, after a meeting of an advisory committee.

3 The Department works with the press to provide such appropriate additional information as may be requested. The responsibility for releases rests with the chairman of the advisory committee working with heads of agencies concerned and the Department's Office of Information.

B Coverage by AMS. AMS divisions and offices shall work with the MI Division in providing information on advisory committee activities to the Department's Office of Information and to the press and interested public. Any chairman planning an advisory committee meeting in Washington shall give advance notice to the MI Division. This shall be done as soon as possible, and not later than 3 days before the meeting, in order that the press and others may be appropriately informed. Similar notice should be given to the MI Division when a meeting at a field location is planned. This should be done at least 10 days in advance in order to give the MI Division time to notify local news media and to furnish information coverage following the meeting to the press and the interested public.

XVI RECORDS, REPORTS, AND PERIODIC REVIEW

A The executive secretary of each committee shall maintain minutes, reports, and other material which document the activities of his committee. Committee agenda, transcripts or notes of meetings, studies, analyses, and reports or other data compilations or working papers, made available to or prepared by or for any advisory committee, shall be made available, upon request by the Attorney General, to his duly authorized representatives, subject to such security restrictions as may be properly imposed on the materials involved.

B The AS Division shall:

1 Furnish from control records maintained on committees any records or special reports required by the Department, and

2 Send a list of committee assignments to each division annually for review and any necessary corrections.

(XVI)

C The sponsoring division shall:

1 Review activities of committees sponsored or chaired by the division to assure that each committee continues to meet the criteria under which it was established, and

2 Maintain obligation records of committee expenses of members of public and industry advisory committees which it sponsors.



S. R. Smith
Administrator

Attachments

Sample Letter for Obtaining Information Required for Background
Clearance of Proposed Members for National Public
or Industry Advisory Committees

Mr. John Doe
Florida Citrus Commission
220 Dale Street
Miami, Florida

Dear Mr. Doe:

The Department is considering the establishment of a national public (or industry) advisory committee to study _____ and make recommendations to Department officials.

A number of people have been suggested as potential members for the prospective committee. If you would be willing to serve on such a committee, we shall appreciate having certain biographical information from you in order that representative selections may be made after necessary background inquiry. This is necessary for the protection of the Government and is required by the Department's regulations. Please give your full name, place and date of birth, present residence address, business address, and a brief statement of your major business and organizational affiliations.

Executive Order 11007 of February 26, 1962, and the Department's regulations require that information on the affiliations of members of public (or industry) advisory committees be made available, upon request, to the Congress, the President, or the Attorney General.

Travel expenses will be available upon advance request of individual committee members. Such expenses are subject to the Standardized Government Travel Regulations and the Administrative Regulations of the Department. Per diem, in lieu of actual subsistence expenses, is allowed at the rate of \$16 per day. Also allowed are actual transportation expenses by common carrier, or when privately owned automobile is used, mileage at the rate of 9 cents per mile. Transportation by air is limited to the cost of less than first-class accommodations (coach, tourist, or one-class) when such flights are available and will meet the essential requirements of the travel. You may, of course, travel at the expense of your own company (or other business affiliation) if you prefer.

You will be notified as to whether or not you have been selected to serve on the committee.

Sincerely yours,

Sample Letter for Obtaining Information on Proposed Members
for Regional, State, or Local Public or
Industry Advisory Committees

Mr. John Doe
Florida Citrus Commission
220 Dale Street
Miami, Florida

Dear Mr. Doe:

The Department is considering the establishment of a national public (or industry) advisory committee to study _____ and make recommendations to Department officials.

A number of people have been suggested as potential members for the prospective committee. If you would be willing to serve on such a committee, we shall appreciate having certain biographical information from you in order that representative selections may be made. Please give your full name, place and date of birth, present residence address, business address, and a brief statement of your major business and organizational affiliations.

Executive Order 11007 of February 26, 1962, and the Department's regulations require that information on the affiliations of members of public (or industry) advisory committees be made available, upon request, to the Congress, the President, or the Attorney General.

Travel expenses will be available upon advance request of individual committee members. Such expenses are subject to the Standardized Government Travel Regulations and the Administrative Regulations of the Department. Per diem, in lieu of actual subsistence expenses, is allowed at the rate of \$16 per day. Also allowed are actual transportation expenses by common carrier, or when privately owned automobile is used, mileage at the rate of 9 cents per mile. Transportation by air is limited to the cost of less than first-class accommodations (coach, tourist, or one-class) when such flights are available and will meet the essential requirements of the travel. You may, of course, travel at the expense of your own company (or other business affiliation) if you prefer.

You will be notified as to whether or not you have been selected to serve on the committee.

Sincerely yours,

Sample Letter for Informing Members of Public
or Industry Advisory Committees of Appointment

Mr. John Doe
Florida Citrus Commission
220 Dale Street
Miami, Florida

Dear Mr. Doe:

You have now been made an official member of the Public (or Industry) Advisory Committee established for the purpose of _____. The President of the United States on February 26, 1962, issued Executive Order 11007 prescribing regulations for the formation and use of advisory committees in order to provide uniform standards so that such committees shall function at all times in consonance with the antitrust and conflict of interest laws.

Briefly, the Executive Order provides that a public (or industry) advisory committee shall be authorized by law or specifically determined to be in the public interest in connection with the performance of duties imposed by law. Its functions must be solely advisory, and determinations of action to be taken with respect to matters upon which a committee advises or recommends are to be made only by the Government.

Regulations are prescribed for the conduct of meetings as follows:

1. Committee meetings shall be called by or with the advance approval of the Department, and the agenda shall be formulated or approved by the Department.
2. The meetings shall be under the chairmanship of a full-time salaried Department official. This official has the authority, and is required, to adjourn any meeting whenever he considers adjournment to be in the public interest.
3. Minutes of each meeting shall be kept which shall, as a minimum, contain a record of persons present, a description of matters discussed and conclusions reached, and copies of all reports received, issued, or approved by the committee. The minutes are to be certified by the full-time Government employee present during the proceedings.

AMS INSTRUCTION 109-1
Rev. 1
EXHIBIT C

Of course, membership on the committee does not give any person or group of persons authority to engage in any activity which would be a violation of the antitrust or other laws, and the Department of Justice retains full freedom to institute proceedings, either civil or criminal, in the event there is any such violation. However, it is felt that if there is strict compliance with the regulations, no member of an advisory committee needs to be concerned by reason of his participation under these standards in the activity of the committee.

We are looking forward to having you as a working member of this committee and shall expect to see you at our first meeting which is to be held in _____ on _____.
(Location) (date)

Sincerely yours,

Chairman

Sample Letter for Notifying Individuals Who Are Not
Selected for Membership on a Public
or Industry Advisory Committee

Mr. John Allen
Florida Lemon Growers Association
Ft. Lauderdale, Florida

Dear Mr. Allen:

We appreciate the biographical information you sent us and your willingness to serve on the _____ Committee.

Committee membership, from the standpoint of total number and extent of participation by interested parties, must be held to a minimum consistent with the job to be done. In this instance, we decided to have only _____ members, who have been chosen primarily by reason of geographical location or occupation.

We are keeping you in mind and hope to call on you for service at some future date.

Sincerely yours,

Chairman

12-21-64

ACTION BY: Divisions Sponsoring Advisory Committees

Fiscal Aspects of the Operation of Advisory Committees

I PURPOSE

This Instruction sets forth (1) the fiscal responsibilities of AMS divisions sponsoring advisory committees, and (2) the policy on use of Government Transportation Requests for non-Government members of such committees. (See AMS Instruction 109-1, Committee Management, for regulations governing the establishing of advisory committees.)

II GENERAL REQUIREMENTS

A Estimates and Allotments of Funds. The division sponsoring the advisory committee shall:

1 Include estimated amounts of costs for each committee it sponsors in the annual budget estimates, and

2 Request allotments of funds when needed.

B Notification of Meetings. The executive secretary of each advisory committee shall notify the sponsoring division, in writing, when plans are made for holding a meeting. This memorandum shall contain a list of persons who are expected to attend the meeting and the estimated cost to be incurred.

III TRAVEL AND RELATED COSTS

A Allowable Expenses - Notification to Proposed Committee Members. The Division Director shall include in the initial letter to proposed committee members a reference to travel reimbursement

(III A)

since it undoubtedly will be a condition of acceptance by some members. However, it should not prejudice individual exercise of option. Recommended wording is:

"Travel expenses will be available upon advance request of individual committee members. Such expenses are subject to the Standardized Government Travel Regulations and the Administrative Regulations of the Department. Per diem, in lieu of actual subsistence expenses, is allowed at the rate of \$16 per day. Also allowed are actual transportation expenses by common carrier, or when privately owned automobile is used, mileage at the rate of 9 cents per mile. Transportation by air is limited to the cost of less than first-class accommodations (coach, tourist, or one class) when such flights are available and will meet the essential requirements of the travel. You may, of course, travel at the expense of your own company (or other business affiliation) if you prefer."

B Travel Authorizations and Obligation Records. The sponsoring division shall:

1 Prepare a blanket travel authorization (AD-202), with a copy for each member, for each meeting of the advisory committee, showing the name and place of residence (or other point from which travel will begin and end) of each committee member; and

2 Maintain obligation records based on information received from the executive secretary.

C Travel Expense Data. The executive secretary of the advisory committee shall:

1 Furnish to each committee member who wishes to claim reimbursement for travel expenses a Form AMS-263 (see sample attached as Exhibit A) for use in recording travel expense data.

(III C)

2 Hold a special "administrative" session with the committee members, at which time travel procedures and allowances will be fully explained. Particular attention should be given to explanation of:

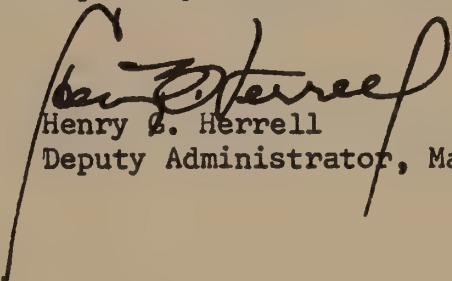
- a Mileage allowance (10¢ rate) for use of privately owned automobile between home or office and terminal;
- b Method of computing per diem allowance for advisory committee members (\$8 for travel periods of 12 hours or less in 1 calendar day; \$16 for travel periods of over 12 hours in 1 calendar day); and
- c Justification statements required for use of first-class air accommodations.

D Travel Vouchers. The executive secretary shall:

- 1 Be responsible for the preparation of a travel voucher for each committee member who requests to be reimbursed, based on the travel expense data received;
- 2 Obtain signature of the member on the voucher;
- 3 Sign the vouchers to indicate approval for payment; and
- 4 Forward the approved vouchers and any other invoices for committee expenses through the sponsoring division's administrative officer to the applicable Area Administrative Division for payment.

IV POLICY ON USE OF GOVERNMENT TRANSPORTATION REQUESTS

Government Transportation Requests shall not be issued to non-Government committee members. Members should pay for their own transportation and, if they wish to do so, submit claims for reimbursement therefor, together with their claims for reimbursement of other travel expenses. Transportation tax paid by members is reimbursable.


Henry G. Herrell
Deputy Administrator, Management

Attachment

1. The first part of the report is a general introduction to the subject of the study.

2. The second part of the report is a detailed description of the methods used in the study.

3. The third part of the report is a discussion of the results of the study.

4. The fourth part of the report is a conclusion and a list of references.

5. The fifth part of the report is a list of appendices.

6. The sixth part of the report is a list of figures and tables.

7. The seventh part of the report is a list of footnotes.

8. The eighth part of the report is a list of references.

INFORMATION FOR: *Administrator's Staff and Division Directors*

Department Matching Fund Marketing Service Committee

I PURPOSE

This Instruction establishes a Department Matching Fund Marketing Service Committee, and prescribes responsibilities of the Committee.

II MEMBERSHIP OF COMMITTEE AND TERM OF SERVICE

The Committee is composed of the following members. Concurrences have been received for employees who will serve from agencies outside AMS. The members will serve on a continuing basis.

George H. Goldsborough, AMS - Chairman
R. P. Callaway, AMS - Executive Secretary
William C. Crow, AMS - Counselor
Byron G. Allen, Office of the Secretary - Counselor
Omer W. Herrmann, AMS
George R. Grange, AMS
Winn F. Finner, ERS
J. Kenneth Samuels, FCS
Harry C. Trelogan, SRS

III RESPONSIBILITIES OF COMMITTEE

The Committee will provide the staff of the Matching Fund Program advice and counsel on:

A New areas of work that might appropriately be conducted by the State Departments with matching funds,

B Ways in which this Department can more effectively help the State Departments upgrade the quality of the work being performed,

(III)

C Important topics that might be the subject of national or regional workshops, and

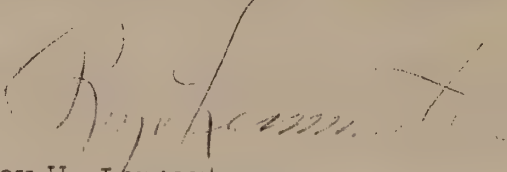
D Changes in emphasis in matching fund work that may be needed to insure its maximum contribution to the whole Federal-State marketing program.

IV MEETINGS OF COMMITTEE

Meetings of the committee shall be held at the call of the chairman.

V DUTIES OF EXECUTIVE SECRETARY

The Executive Secretary shall record the minutes of the meetings and distribute copies to all committee members.



Roy W. Lennartson
Acting Administrator

INFORMATION FOR: Administrator's Staff and Division Directors

Department Matching Fund Marketing Service Committee

I PURPOSE

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Byron G. Allen, Office of the Secretary - Counselor
-William C. Crow, ARS - Counselor-
George R. Grange, AMS
-Russell P. Handy, SRS-
-Omer W. Herrmann, ARS-
-Kenneth E. Ogren, ERS-
J. Kenneth Samuels, FCS

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III RESPONSIBILITIES OF COMMITTEE

The Committee will provide the staff of the Matching Fund Program advice and counsel on:

A New areas of work that might appropriately be conducted by the State Departments with matching funds,

B Ways in which this Department can more effectively help the State Departments upgrade the quality of the work being performed,

(III)

C Important topics that might be the subject of national or regional workshops, and

D Changes in emphasis in matching fund work that may be needed to insure its maximum contribution to the whole Federal-State marketing program.

IV MEETINGS OF COMMITTEE

Meetings of the Committee shall be held at the call of the Chairman.

V DUTIES OF EXECUTIVE SECRETARY

The Executive Secretary shall record the minutes of the meetings and distribute copies to all Committee members.



S. R. Smith
Administrator

ACTION BY: All Divisions and Offices in Washington, D. C.,
and Beltsville, Md.

AMS Employee Council

I PURPOSE

This Instruction prescribes the status and functions of the AMS Employee Council established on March 25, 1954.

II STATUS AND OBJECTIVE OF THE AMS COUNCIL

A The AMS Council is the official medium for obtaining employee views on matters of general concern to them and for insuring that such views will receive appropriate consideration by employee-elected representatives and responsible agency and Departmental officials. Division Directors and all other administrative officials will accord the Council interest and support.

B Meetings of Council Committees and of the full membership, and all other authorized Council activities will be conducted during official work hours. Supplies, equipment, space, and other necessary official facilities may be utilized by Council members in carrying on Council business.

III FUNCTIONS

The AMS Employee Council will:

A Serve in an advisory capacity to the Director of the Personnel Division concerning matters of employee interest and welfare.

B Provide formal means for securing employee participation in the formulation of AMS and Departmental personnel policies and practices.

C Consistent with its purpose and Departmental regulations, formulate and maintain by-laws prescribing the functions, responsibilities, and mode of operation of the Council.

DISTRIBUTION: A, I, O, R, S (Wash. only)
All employees in Washington, D. C.,
and Beltsville, Md.

Page 1
8-19-57

(III)

D In accordance with the provisions of the by-laws, conduct elections of Council delegates and alternates, and elections of Council officers.

E In accordance with Departmental regulations conduct elections of AMS representatives to the USDA Employee Council.

F Conduct elections of AMS representatives to the Board of Directors of the USDA Welfare and Recreation Association in the manner prescribed by that organization.

IV DUTIES OF AMS COUNCIL DELEGATES AND ALTERNATES

AMS Council delegates and alternates shall:

A Participate actively in AMS Council operations and carry out such individual duties as may be assigned by the full Council or its officers.

B Represent the members of their divisions or groups by presenting their views and proposals to the Council for consideration, and in other appropriate ways serve in a liaison capacity between such employees and the Council.

V DUTIES OF USDA COUNCIL REPRESENTATIVES

The AMS representative to the USDA Council shall:

A Maintain familiarity with, and take an active part in, AMS Council operations.

B Serve in a liaison capacity between the AMS Council and the USDA Council.

C Participate actively in the USDA Council affairs and perform such individual duties as may be assigned by the full Council or its officers.

VI PERSONNEL ADVISOR

The Director, Personnel Division, shall designate a member of his staff to serve as a liaison with the AMS Council and present to the Council matters on which study and deliberation are desired.

Oris V. Wells

Oris V. Wells
Administrator

*ACTION BY: Division Directors and Staff Officers
in Washington*

AMS Data Processing Committee

The AMS Data Processing Committee, which is serving on a continuing basis, was established in June 1956 to (1) provide general guidance for a project to study data processing systems and their application to AMS operations, (2) review the work performed under the project, and (3) formulate appropriate recommendations for making advances in the field of data processing. The current membership of the committee is as follows:

Earl E. Houseman, Statistical Standards Division (Chairman)
Henry G. Herrell, Assistant Administrator for Management
Sylvan T. Warrington, Assistant to Deputy Administrator for
Marketing Services
S. J. Dorick, Management Analysis Division
C. Kyle Randall, Agricultural Economics Division
Eldon E. Shaw, Fruit and Vegetable Division
Glenn D. Simpson, Agricultural Estimates Division
Robert M. Walsh, Marketing Research Division

O. V. Wells

O. V. Wells
Administrator

Distribution: A, D
(Wash. only)

January 23, 1959

AMS, AGRICULTURAL ECONOMICS DIV
STATISTICAL AND HISTORICAL
RESEARCH BRANCH
AMS-109-54
AGRICULTURAL HISTORY SECTION

6

7

8

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Service
Washington 25, D. C.

AMS INSTRUCTION 109-6

INFORMATION FOR: Administrator's Staff and Division Directors

AMS Coordinating Committee on Fats and Oils

I PURPOSE

This Instruction establishes an AMS Coordinating Committee on Fats and Oils and states the responsibilities of that Committee.

II MEMBERSHIP OF COMMITTEE

Members of the Committee are designated as follows:

Jerry Goodall, Livestock - Chairman
Ben A. Franklin, Cotton
Thomas J. McGuire, Grain
Gilbert E. Sindelar, Fruit and Vegetable
James Toomey, Dairy

III RESPONSIBILITIES OF COMMITTEE

The Committee shall:

A At least quarterly, inventory current AMS programs on edible, essential, and industrial fats and oils; and

B Furnish to the Office of the Administrator as requested:

1 Economic and statistical information on fats and oils, such as production, supplies, prices, marketing practices, exports, and imports; and

2 Other data on these commodities as related to responsibilities assigned to AMS.



S. R. Smith
Administrator

DISTRIBUTION: A, D

April 26, 1962

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4

5

ACTION BY: Division Directors and all Field Offices

Reports of Inquiries, Inspections, or
Investigations of Field Offices

I PURPOSE

This Instruction provides for the reporting of visits to AMS field offices by persons from outside the Department making inquiries, inspections, or investigations concerning the operations of AMS.

II NEED FOR AND SCOPE OF REPORTS

A Need for Reports. Frequently AMS field offices are visited by representatives of other Government agencies, commissions, Congressional committees, etc., and inquiries are made concerning the organization and operations of AMS. These inquiries are sometimes directed at specific problems or fields of activities; others are of a more general nature. Many of the visits are made without previous arrangement or advice to AMS officials in Washington. Even though AMS officials may be aware of the visits and may have a general understanding of the matters to be discussed, specific information on the actual discussions often has not been reported.

In order that officials in Washington, in their contacts with Congressional committees and representatives of other agencies, may be currently informed of the nature of any inquiries made of AMS field offices, complete reports of inquiries made and information furnished are required from each field office visited.

B Scope.

1 The reports shall cover all inquiries, inspections, and investigations, concerning the organization and operations of AMS, made by any of the following:

a Commissions (e.g., the Commission on Organization of the Executive Branch (Hoover Commission) or the Commission on Intergovernmental Relations), and Congressional committees (House investigative staff and others);

(II B 1)

b Other Government agencies such as Bureau of the Budget, General Accounting Office, General Services Administration, Civil Service Commission, etc.

2 Field inspections by personnel of the Department need not be reported. These inspections include the following:

a Auditors or investigators of AMS or the Office of the Secretary of Agriculture.

b Other employees of the Department engaged in official business.

III CONTENTS OF REPORT

The report should be in narrative form and contain the following:

A Name of visitor, title, agency, committee, etc., represented.

B Dates of visit.

C Information on the general line of inquiry, subjects discussed, information requested, and recommendations or suggestions made by the visitor.

D A description of the records examined. Include, where appropriate, copies of the material provided. Indicate whether the visitor was to make a report and, if so, to whom.

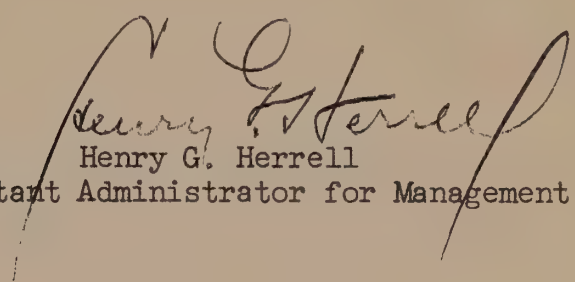
IV SUBMISSION OF REPORT

Within 10 days following a visit of the type represented in Section II B 1 above, each AMS field office shall submit two copies of a report of the inspection through usual divisional channels for the attention of the division director.

The division director shall forward one copy of the report to the Assistant Administrator for Management who shall forward the report, where appropriate, to the Administrator, Deputy Administrator (s), or to other division directors.

V ACTION ON RECOMMENDATIONS OR SUGGESTIONS MADE

Field offices shall not make any changes in established procedures or practices following recommendations or suggestions made by persons conducting inspections of the type covered by Section II B 1 of this Instruction until advice of the action to be taken is received through established channels of AMS.


Henry G. Herrell
Assistant Administrator for Management

MS. AGRICULTURAL ECONOMICS DIV
STATISTICAL AND HISTORICAL
-20-54 RESEARCH BRANCH
AMS-12 AGRICULTURAL HISTORY SECTION

*ACTION BY: Administrator's Staff and Division Directors
Field Offices*

**Reports of Inquiries, Inspections, or
Investigations of Field Offices**

I PURPOSE

This Instruction provides for the reporting of visits to *-or inquiries of-* AMS field offices by persons from outside the Department making inspections or investigations concerning the operations of AMS. *-(For information on handling inquiries received in writing from a Member of Congress, see AMS Instruction 221-4, Congressional Correspondence - Field.)-*

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II BACKGROUND

Frequently AMS field offices are visited by representatives of other Government agencies, commissions, congressional committees, etc., and inquiries are made concerning the organization and operations of AMS. These inspections and inquiries are sometimes directed at specific problems or fields of activities; others are of a more general nature. Many are made without previous arrangement or advice to AMS officials in Washington.

III NEED FOR REPORTS

In order that officials in Washington, in their contacts with congressional committees and representatives of other agencies, may be currently informed of the nature of any inquiries made of AMS field offices, complete reports of inquiries made and information furnished are required from each field office visited. This is true even though AMS officials may be aware of visits or inquiries and may have a general understanding of the matters to be discussed.

IV SCOPE

A Required. Reports are required of inquiries, inspections, and investigations concerning the organization and operations of AMS made by any of the following:

1 Commissions (e.g., the Commission on Organization of the Executive Branch of the Government), and congressional committees (e.g., the Government Operations Committee or its subcommittees); and

* 2 Other Government agencies such as the Bureau of the Budget, Civil Service Commission, *-Federal Bureau of Investigation, -* General Accounting Office, General Services Administration, etc., unless otherwise indicated in paragraph B below.

B Not Required. Reports are not required of:

1 Comprehensive audits made by the General Accounting Office (see AMS Instruction 110-2, General Accounting Office Comprehensive Audits);

* *-2 Inspections made by the General Services Administration in connection with space occupancy or buildings services; -* and

3 Field inspections made by AMS or Departmental personnel.

V CONTENTS OF REPORTS

A Reports shall be in narrative form and shall contain the following:

1 Name of visitor, title, agency, committee, etc., represented;

2 Dates of visit;

3 Information on the general line of inquiry, subjects discussed, information requested, and recommendations or suggestions made by the visitor or inquirer; and

4 A description of the records examined. (Include, where appropriate, copies of the material provided.)

B Indicate whether the visitor or inquirer was to make a report and, if so, to whom.

VI SUBMISSION OF REPORTS

Field offices shall submit reports, in *-an original and three-*
copies to the Division Director, through usual divisional channels.
Submit reports within 10 days following visits or inquiries.

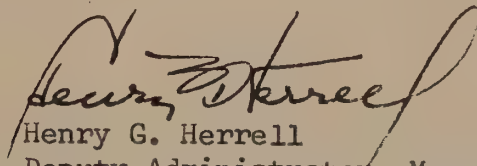
VII ROUTING OF REPORTS

A The Division Director shall forward one copy of each report
to the Deputy Administrator, Management. *-If the report covers a
visit or an inquiry made by a representative of a congressional com-
mittee or the Federal Bureau of Investigation, the Division Director
shall send a copy to the Department's Office of the General Counsel
and the Office of the Inspector General. A copy of a report on a
visit by a representative of the Comptroller General shall also be
sent to the Office of the Inspector General.-*

B The Deputy Administrator, Management, shall route the report
as appropriate to other members of the Administrator's immediate
office, or to other Division Directors.

VIII ACTION ON RECOMMENDATIONS OR SUGGESTIONS MADE

Field offices shall not make any changes in established procedures or
practices following recommendations or suggestions made by persons
conducting inspections or investigations of the type covered by Sec-
tion IV A of this Instruction until advice of the action to be taken
is received through established channels of AMS.


Henry G. Herrell
Deputy Administrator, Management

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ACTION BY: *All Divisions and Offices*

General Accounting Office Comprehensive Audits

I PURPOSE

This Instruction (1) contains information on the comprehensive audit program of the General Accounting Office (GAO), (2) sets forth the policy and general responsibilities in AMS with respect to that program, and (3) establishes responsibilities for coordination and liaison functions within AMS and between AMS and GAO relating to the conduct of audits and handling of audit reports.

II AUTHORITY AND BACKGROUND FOR COMPREHENSIVE AUDITS

GAO is authorized by law to make audits and investigations of financial and related activities of the Department of Agriculture, and in connection therewith has the right to examine its books and records. The audits are conducted at the places where accounts and records are normally kept and are made in accordance with generally accepted auditing principles and procedures.

III SCOPE OF COMPREHENSIVE AUDITS

All programs of AMS are under the comprehensive audit program of GAO. The audit provides for a study and evaluation of how an agency carries out its financial responsibilities, including compliance with legal requirements. GAO audits, of course, are developed to fit specific situations and may be expanded or restricted depending on the extent to which internal controls have been developed, especially internal audit activities. An audit may include:

A A review of the laws and pertinent legislative history to ascertain Congressional intent as to the purposes and scope of the activities engaged in by the agency, the manner in which they are to be conducted, and the extent of the agency's authority and responsibility.

(III)

B A review of the policies established by the agency to determine that they properly conform to the intent of Congress and are designed to carry out authorized activities efficiently.

C A review of the procedures, practices, form of organization, system of reporting, as well as other elements of internal control, to determine the extent to which they (1) provide controls over expenditures, revenues, and assets; (2) assure the accuracy and reliability of financial data, including the budget statements and supporting data presented to the Bureau of the Budget and Congress; (3) promote operational efficiency; and (4) assure compliance with applicable laws, regulations, and decisions, and adherence to prescribed procedures.

D A review and analysis, by activities, of revenues and expenditures, and the utilization of assets, together with all related control processes, in order to provide an overall basis for evaluating the effectiveness with which public funds are applied as well as the reliability and completeness of financial data reported by the agency.

E The examination of individual transactions, the confirmation of balances with debtors, creditors, and depositaries, and the physical inspection of property, to the extent necessary to provide reasonable assurance that (1) transactions have been consummated in accordance with applicable laws, regulations, and decisions, and have been correctly classified; (2) assets have been properly accounted for; and (3) the control processes of the agency are functioning effectively.

F The exploration and full development of all important deficiencies and the presentation of appropriate recommendations for corrective action by the Congress, agency head, or the various control agencies, such as the Bureau of the Budget and the General Services Administration.

IV POLICY AND GENERAL RESPONSIBILITY

It is the policy of AMS to cooperate in every way possible with GAO in its comprehensive audit program. Therefore, AMS offices being audited shall make available to GAO auditors their files, accounting records, and other information required in the conduct of audits or investigations except such records the production of which is specifically prohibited by statute or executive orders. (See Section VI for availability of records.)

V RELATIONSHIP WITH GAO

The Internal Audit (IA) Division shall coordinate for the Administrator matters relating to the conduct of GAO's comprehensive audit program. That Division shall make arrangements for any necessary discussions incident to the audit between GAO representatives and appropriate officials of AMS divisions and staff offices before and during the audit.

A Questions concerning GAO's audit program or the conduct of audits shall be directed to the IA Division.

B Questions concerning handling of GAO reports of audits or related correspondence, clearance of replies, coordination within AMS and with the Department, etc., shall be directed to the AMS Liaison Officer designated for this purpose (the Assistant Administrator for Management, or his alternate, the Director of the Budget and Finance Division).

VI AVAILABILITY OF RECORDS

A General. If there is any question as to whether any records or reports should be withheld from a GAO representative, contact the Assistant Administrator for Management through divisional or staff office channels.

B Classified Records. Refer requests by GAO representatives for records which have been classified for security purposes to the AMS security officer. He will determine whether the representatives are properly authorized to have access to such records, and that security regulations are complied with.

Oris V. Wells

Oris V. Wells
Administrator

ACTION BY: All Divisions and Offices

General Accounting Office Comprehensive Audits

I PURPOSE

This Instruction (1) contains information on the comprehensive audit program of the General Accounting Office (GAO), (2) sets forth the policy and general responsibilities in AMS with respect to that program, and (3) establishes responsibilities for coordination and liaison functions within AMS and between AMS and GAO relating to the conduct of audits and handling of audit reports.

II AUTHORITY AND BACKGROUND FOR COMPREHENSIVE AUDITS

GAO is authorized by law to make audits and investigations of financial and related activities of the Department of Agriculture. In connection therewith GAO has the right to examine the Department's books and records. The audits are conducted at the places where accounts and records are normally kept. They are made in accordance with generally accepted auditing principles and procedures.

III SCOPE OF COMPREHENSIVE AUDITS

All programs of AMS are under the comprehensive audit program of GAO. The audit provides for a study and evaluation of how an agency carries out its financial responsibilities, including compliance with legal requirements. GAO audits are developed to fit specific situations. They may be expanded or restricted depending on the extent to which internal controls have been developed, especially internal audit activities of the Department. An audit may include:

A *-A review of laws, legislative history, and policies.

B A detailed review of financial transactions and accounts necessary to:

(III B)

* 1 Verify the accuracy and reliability of financial state-
* ments and reports; and

* 2 Determine compliance with applicable laws, regulations,
* and decisions.

* C A review of the procedures, practices, form of organization,
* system of reporting, as well as other elements of internal control.

* D A review and analysis, by activities of revenues, expendi-
* tures, and utilization of assets, together with all related control
* processes.

* E The examination of individual transactions, the confirmation
* of balances with debtors, creditors, and depositories, and the physical
* inspection of property.

* F The presentation of important deficiencies and appropriate
* recommendations for corrective action by the Congress, Department, or
* agency head.-*

IV POLICY AND GENERAL RESPONSIBILITY

It is the policy of AMS to cooperate in every way possible with GAO in its comprehensive audit program. Therefore, AMS offices being audited shall make available to GAO auditors their files, accounting records, and other information required in the conduct of audits or investigations. This does not apply to records the production of which is specifically prohibited by statute or executive orders. (See Section VI for availability of records.)

V RELATIONSHIP WITH GAO

* A *-The AMS Liaison Officer is the Deputy Administrator, Manage-
* ment. The alternate is the Director, Budget and Finance Division. The
* Liaison Officer shall:

(V A)

1 Coordinate for the Administrator matters relating to the conduct of GAO's comprehensive audit program; and

*
*

2 Arrange for any necessary discussions incident to the audit between GAO representatives and appropriate officials of AMS divisions and offices before and during the audit.-*

*
*
*

B Divisions shall direct inquiries concerning audits as follows:

1 The handling of GAO reports of audits or related correspondence, clearance of replies, coordination within AMS and with the Department, etc., to the AMS Liaison Officer.

2 The GAO's audit program or the conduct of audits to the *-Office of the Inspector General through the AMS Liaison Officer.-*

*

VI AVAILABILITY OF RECORDS

A General. If there is any question as to whether records or reports should be withheld from a GAO representative, contact the *-AMS Liaison Officer-* through division channels.

*

B Classified Records. Refer requests by GAO representatives for records which have been classified for security purposes to the AMS security officer. He will determine whether the representatives are properly authorized to have access to such records, and that security regulations are complied with.



S. R. Smith
Administrator

ACTION BY: *Division Directors and Staff Officers*

**General Accounting Office Audit
and Investigation Reports**

I PURPOSE

This Instruction (1) contains information on General Accounting Office (GAO) audit and investigation reports (including drafts of reports and preliminary reports); and (2) prescribes policy, responsibilities, and procedures in AMS for handling such reports, making replies thereto, and preparing statements to the Bureau of the Budget.

II GENERAL

A GAO audit reports addressed to Congress are generally submitted in draft form by GAO to the head of the agency under audit and to the Department's Director of Finance. This provides the opportunity to present facts, comments, and suggestions before the final report is prepared.

1 Preliminary reports may be issued covering deficiencies, weaknesses, or other matters found during the course of the audit which are serious enough to require prompt corrective action. These preliminary reports are usually in letter form addressed to the head of the agency concerned.

2 In certain instances, GAO submits periodic reports on particular offices or programs covered by its comprehensive audit to the agency head for his information and comments.

B GAO investigation reports may or may not be addressed to Congress, depending upon the nature of the investigation findings or whether the investigation had been requested by a Congressional committee. Investigation reports covering Department activities are usually addressed to the Secretary of Agriculture.

AMS INSTRUCTION 110-3

III POLICY

GAO reports (including drafts of reports and preliminary reports) shall be given immediate and careful consideration in order to assure that (1) adequate and prompt dissemination is made of report findings; (2) necessary corrective measures are initiated; and (3) prompt replies are made, when required, which accurately reflect the views and policies of AMS.

IV AMS LIAISON OFFICER

The Assistant Administrator for Management is the AMS Liaison Officer with responsibility for coordinating within AMS the handling of all GAO reports, drafts of such reports, and related correspondence. The Director, Budget and Finance Division, is the alternate Liaison Officer.

V RECEIPT AND REFERRAL OF REPORTS IN AMS

A GAO reports will normally be received in AMS by the Office of the Administrator and will be referred to the AMS Liaison Officer or his alternate for necessary action. If such reports are received by a division,^{1/} that division shall immediately notify the Liaison Officer and request information as to action to be taken.

B The Liaison Officer will refer a copy of the report to the division primarily concerned with the subject matter of the report and to the Internal Audit (IA) Division unless he considers such action unnecessary. He will also send a copy of the report to the Budget and Finance (BF) Division for use in carrying out the responsibilities in Section VI B below.

VI RESPONSIBILITIES

A Divisions to whom reports have been referred for necessary action are responsible for:

1 Preparing prompt replies to GAO, and statements, when required, to the Bureau of the Budget;

1/ The term "division" includes staff offices.

(VI A)

2 Obtaining all facts and information necessary for preparation of replies and statements;

3 Recommending and initiating prompt corrective action, where required; and

4 Coordinating recommendations, replies, and statements with the BF Division before submitting them to the Liaison Officer.

B The BF Division is responsible for:

1 Determining, in collaboration with the Liaison Officer, need for replies to GAO;

2 Assisting divisions in preparing recommendations, replies, and statements;

3 Obtaining, if necessary, recommendations for corrective action from other interested divisions in AMS and collaborating in initiating such action;

4 Obtaining, in collaboration with the Liaison Officer, review by the Department's Office of Budget and Finance and the General Counsel's Office, if necessary, of replies to GAO, statements to the Bureau of the Budget, and reports to Congressional committees; and

5 Arranging for and monitoring meetings with GAO and/or the Department's Office of Budget and Finance as necessary or requested by other interested divisions incident to the preparation of replies to GAO.

VII REPLIES TO GAO REPORTS

A Replies to GAO reports shall be made, whenever possible, within the time limits specified by that Office. It is not necessary to acknowledge receipt of reports or to submit comments to GAO on final reports to Congress unless there is sufficient reason for doing so. Whether a reply is signed at an AMS or Department level depends upon the addressee of the report.

(VII)

B Replies shall be prepared in letter form or as attachments to transmittal letters. They shall be complete, concise, and accurate, and shall set forth the action to be taken. Where a complete reply is to be delayed because of lack of information, or other cause, an interim reply shall be prepared explaining the reasons for the delay and giving an estimate of the time a final reply will be furnished.

C Replies to GAO shall be submitted in an original and four copies (one copy each for the Office of Budget and Finance, Liaison Officer, BF Division, and the IA Division). Route all copies to the Liaison Officer through the BF Division.

VIII STATEMENTS TO THE BUREAU OF THE BUDGET

A When Statements Are Required.

1 In certain instances, statements commenting on GAO reports must be submitted to the Bureau of the Budget. These statements are to be prepared for final reports only. They are required when the reports are addressed to Congress, to a Congressional committee, or to the Secretary of Agriculture by the Comptroller General, and contain any of the items outlined below:

- a Specific recommendations to the President, Congress, or Bureau of the Budget;
- b A qualified opinion or disclaimer of opinion as to the financial position and results of operations;
- c An indication of a violation of law; or
- d Significant findings or recommendations to the agency unless the report contains information on action taken thereon.

2 Statements shall be submitted to the Bureau of the Budget within 60 calendar days after GAO has formally submitted a report.

(VIII)

B Form of Statements.

1 Statements shall be prepared in letter form or as attachments to transmittal letters. They shall be addressed to the Director, Bureau of the Budget, and prepared for the signature of the Department's Director of Finance. Copies of correspondence with GAO may be used where appropriate.

2 Supplemental statements are required when action has not been completed at the time initial statements are submitted.

3 Where final reports and drafts of reports, submitted by GAO for comments before release of final reports, are substantially the same, copies of comments on the drafts may be submitted to the Bureau of the Budget. However, additional comments should be submitted as necessary to assure that statements contain all the information required by paragraph C below.

C Contents of Statements.

1 If specific recommendations to the President, Congress, or Bureau of the Budget are included, the division director shall indicate his views and state what events, if any, have taken place in regard to the subject since the report was prepared.

2 If the report contains financial statements which are not supported by an unqualified opinion that they fairly present the financial position and results of operations, the division director shall explain the action he is taking to remove the difficulties insofar as they are within the power of AMS to correct.

3 If the report indicates a violation of law, the division director shall explain his views. If a violation of law is established, he shall state what is being done to prevent recurrence. If additional action is required (as in the case of violation of the Antideficiency Act, Section 3679 of the Revised Statutes, as amended), the division director shall include comments on the status of his action.

(VIII C)

4 If the report contains significant findings or recommendations, the division director shall give a brief statement of his views on them and the current status of the matter. It is not necessary to mention those findings where the report itself indicates that sufficient corrective action has been taken.

D Copies and Submission. Statements to the Bureau of the Budget shall be submitted in an original and four copies (one copy each for the Office of Budget and Finance, Liaison Officer, BF Division, and the IA Division). Route all copies to the Liaison Officer through the BF Division.

IX REPORTS TO CONGRESSIONAL COMMITTEES

Occasionally Congressional committees request views in writing on GAO reports. Replies prepared in response to such requests shall be prepared for the signature of the Secretary or the Administrator, depending upon the addressee of the incoming request.

A Submit an original and eight copies of such reports to the BF Division. (One copy each is for the Congressional committee, Office of Budget and Finance, Administrator, Liaison Officer, BF Division, and the IA Division. Two copies are for the Bureau of the Budget.)

B The BF Division shall obtain necessary clearances and submit the reports to the Liaison Officer.

Oris V. Wells

Oris V. Wells
Administrator

ACTION BY: Administrator's Staff and Division Directors

**General Accounting Office Audit
and Investigation Reports**

I PURPOSE

This Instruction (1) contains information on General Accounting Office (GAO) audit and investigation reports (including drafts of reports and preliminary reports); and (2) prescribes policy, responsibilities, and procedures in AMS for handling such reports, making replies thereto, and preparing statements to the Bureau of the Budget.

II GENERAL

A GAO audit reports addressed to Congress are generally submitted in draft form by GAO to the head of the agency under audit and to the *-Department's Office of the Inspector General.-* This provides the opportunity to present facts, comments, and suggestions before the final report is prepared. *

1 Preliminary reports may be issued covering deficiencies, weaknesses, or other matters found during the course of the audit which are serious enough to require prompt corrective action. These preliminary reports are usually in letter form addressed to the head of the agency concerned.

2 In certain instances, GAO submits periodic reports on particular offices or programs covered by its comprehensive audit to the agency head for his information and comments.

B GAO investigation reports may or may not be addressed to Congress, depending upon the nature of the investigation findings or whether the investigation had been requested by a Congressional committee. Investigation reports covering Department activities are usually addressed to the Secretary of Agriculture.

III POLICY

GAO reports (including drafts of reports and preliminary reports) shall be given immediate and careful consideration in order to assure that (1) adequate and prompt dissemination is made of report findings; (2) necessary corrective measures are initiated; and (3) prompt replies are made, when required, which accurately reflect the views and policies of AMS.

IV AMS LIAISON OFFICER

The Deputy Administrator, Management, is the AMS Liaison Officer with responsibility for (1) coordinating within AMS the handling of all GAO reports, drafts of such reports, and related correspondence; and
* *-(2) arranging for meetings and discussions with General Accounting
* Office representatives.-* The Director, Budget and Finance (BF) Division, is the alternate Liaison Officer.

V RECEIPT AND REFERRAL OF REPORTS IN AMS

A GAO reports will normally be received in AMS by the Office of the Administrator and will be referred to the AMS Liaison Officer or his alternate for necessary action. If such reports are received by a division, that division shall immediately notify the Liaison Officer and request information as to action to be taken.

B The Liaison Officer will refer a copy of the report to the division primarily concerned with the subject matter of the report.
* * * He will also send a copy of the report to the BF Division for use in carrying out the responsibilities in Section VI B below.

VI RESPONSIBILITIES

A Divisions to whom reports have been referred for necessary action are responsible for:

1 Preparing prompt replies to GAO, and statements, when required, to the Bureau of the Budget;

(VI A)

2 Obtaining all facts and information necessary for preparation of replies and statements;

3 Recommending and initiating prompt corrective action, where required; and

4 Coordinating recommendations, replies, and statements with the BF Division before submitting them to the Liaison Officer.

B The BF Division is responsible for:

1 Determining, in collaboration with the Liaison Officer, need for replies to GAO;

2 Assisting divisions in preparing recommendations, replies, and statements;

3 Obtaining, if necessary, recommendations for corrective action from other interested divisions in AMS and collaborating in initiating such action;

4 Obtaining, in collaboration with the Liaison Officer, review by the *-Office of the Inspector General-* and the Office of the General Counsel, if necessary, of replies to GAO, statements to the Bureau of the Budget, and reports to Congressional committees; and *

5 Arranging for and monitoring meetings with GAO and/or the *-Office of the Inspector General-* as necessary or requested by other interested divisions incident to the preparation of replies to GAO. *

VII REPLIES TO GAO REPORTS

A Replies to GAO reports shall be made, whenever possible, within the time limits specified by that Office. It is not necessary to acknowledge receipt of reports or to submit comments to GAO on final reports to Congress unless there is sufficient reason for doing so. Whether a reply is signed at an AMS or Department level depends upon the addressee of the report and will be determined by the liaison officer.

(VII)

B Replies shall be prepared in letter form or as attachments to transmittal letters. They shall be complete, concise, and accurate, and shall set forth the action to be taken. Where a complete reply is to be delayed because of lack of information, or other cause, an interim reply shall be prepared explaining the reasons for the delay and giving an estimate of the time a final reply will be furnished.

* C Replies to GAO shall be submitted in an original and *-3
* copies (one copy each for the Office of the Inspector General, the Liaison
* Officer, and the BF Division).-* Route all copies to the Liaison Officer through the BF Division.

VIII STATEMENTS TO THE BUREAU OF THE BUDGET

A When Statements Are Required.

1 In certain instances, statements commenting on GAO reports must be submitted to the Bureau of the Budget. These statements are to be prepared for final reports only. They are required for reports addressed to the Congress, to a Congressional committee, or to the Secretary of Agriculture by the Comptroller General which contain any of the items outlined below:

a Specific recommendations to the President, Congress, or Bureau of the Budget;

b A qualified opinion or disclaimer of opinion as to the financial position and results of operations;

c An indication of a violation of law; or

d Significant findings or recommendations to the agency unless the report contains information on action taken thereon.

2 Statements shall be submitted to the Bureau of the Budget within 60 calendar days after GAO has formally submitted a report.

(VIII)

B Form of Statements.

1 Statements shall be prepared in letter form or as attachments to transmittal letters. They shall be addressed to the Director, Bureau of the Budget, and prepared for the signature of *-the Secretary.-* Copies of correspondence with GAO may be used where appropriate. *

2 Supplemental statements are required when action has not been completed at the time initial statements are submitted.

3 Where final reports and drafts of reports, submitted by GAO for comments before release of final reports, are substantially the same, copies of comments on the drafts may be submitted to the Bureau of the Budget. However, additional comments should be submitted as necessary to assure that statements contain all the information required by paragraph C below.

C Contents of Statements.

1 If specific recommendations to the President, Congress, or Bureau of the Budget are included, the Division Director shall indicate his views and state what events, if any, have taken place in regard to the subject since the report was prepared.

2 If the report contains financial statements which are not supported by an unqualified opinion that they fairly present the financial position and results of operations, the Division Director shall explain the action he is taking to remove the difficulties insofar as they are within the power of AMS to correct.

3 If the report indicates a violation of law, the Division Director shall explain his views. If a violation of law is established, he shall state what is being done to prevent recurrence. If additional action is required (as in the case of violation of the Antideficiency Act, Section 3679 of the Revised Statutes, as amended), the Division Director shall include comments on the status of his action.

(VIII C)

4 If the report contains significant findings or recommendations, the Division Director shall give a brief statement of his views on them and the current status of the matter. It is not necessary to mention those findings where the report itself indicates that sufficient corrective action has been taken.

* B Copies and Submission. Statements to the Bureau of the Bud-
* get shall be submitted in an original and *-5 copies (3 copies for the
* Office of the Inspector General, and 1 copy each for the Liaison
Officer and for the BF Division).-* Route all copies to the Liaison
Officer through the BF Division.

IX REPORTS TO CONGRESSIONAL COMMITTEES

Occasionally Congressional Committees request views in writing on GAO reports. Replies prepared in response to such requests shall be prepared for the signature of the Secretary or the Administrator, depending upon the addressee of the incoming request.

* A Submit an original and 8 copies of such reports to the BF
* Division. *-(The original and one copy of each report will be sent to
* the Congressional Committee. Three copies will be sent to the Office
* of the Inspector General (two of which are forwarded to the Bureau of
* the Budget) and one copy to the General Accounting Office. Three
* copies are for use within AMS: one each for the Administrator, the
* AMS Liaison Officer, and the BF Division).-*

B The BF Division shall obtain necessary clearances and submit the reports to the Liaison Officer.



S. R. Smith
Administrator

*ACTION BY: Field Offices at Locations Where
Federal Executive Boards Are Established*

Federal Executive Boards

I PURPOSE

This Instruction contains information on the Federal Executive Boards established by the President and provides guidelines for field offices concerned in working with such boards.

II BACKGROUND

A The text of a memorandum from the President, to Heads of Departments and Agencies, directing the establishment of a Board of Federal Executives in each of the Civil Service Commission's administrative regions, is attached as Exhibit A. This memorandum explains the nature and purpose of the Federal Executive Boards. The Civil Service Commission provides national leadership and a focal point for communication with the boards, working closely with the White House staff, the Bureau of the Budget, the General Services Administration, and other agencies concerned.

B The boards are not designed to substitute for the normal chain of relationship within departments and agencies. Instead, they supplement this relationship and provide a means for coordination on matters of common interest at the local level. They also serve as a valuable source of "feedback" on problems in field operations.

III DEPARTMENT REPRESENTATIVES ON FEDERAL EXECUTIVE BOARDS

Attached, as Exhibit B, is a list of the locations at which Federal Executive Boards have been established, and the Department representative for each location.

IV GUIDELINES FOR COOPERATING WITH FEDERAL EXECUTIVE BOARDS

It is the policy of AMS to cooperate fully with Federal Executive Boards. Officers in charge of field offices at locations where such boards are established shall, within the scope of their delegated authority, comply with requests from the boards for information and assistance in carrying out approved local projects. If officers in charge are requested (1) to furnish information which is beyond their scope of responsibility or which is not available locally, or (2) to spend significant amounts of time on board projects, they shall report such instances, through normal channels, to the Division Director and notify local board chairmen (see Exhibit B) of such referrals. Division Directors shall refer reports received from officers in charge to the Deputy Administrator, Management.



S. R. Smith
Administrator

Attachments

Memorandum From the President
to Heads of Departments and Agencies

"As an integral part of present steps to increase the effectiveness and economy of Federal agencies, I want coordination of government activities outside of Washington significantly strengthened. That is to include improvement of the management and direction of Federal offices throughout the country by the chief departmental officials in Washington, and provision for an inter-agency working group for closer coordination across department and agency lines in important centers of Federal activity outside of the National Capital area.

"More than ninety percent of all Federal employees work outside of the Washington area. Decisions affecting the expenditure of tens of billions of dollars are made in the field. Federal programs have their impact on State and local governments largely through the actions of regional and local representatives of our departments and agencies. Most important, Federal officials outside of Washington provide the principal day-to-day contact of the Government with the citizens of this country and generally constitute the actual point of contact of Federal programs with the economy and other phases of our national life.

"In the international assistance programs, previously separate U. S. efforts are being brought together in order to provide a common focus on the needs and problems of individual countries. Here at home we must similarly bring more closely together the many activities of the Federal Government in individual states and communities throughout the nation.

"Although each Executive agency and its field organization have a special mission, there are many matters on which the work of the departments converge. Among them are management and budgetary procedures, personnel policies, recruitment efforts, office space uses, procurement activities, public information duties, and similar matters. There are opportunities to pool experience and resources, and to accomplish savings. In substantive programs, there are also opportunities for a more closely coordinated approach in many activities, as on economic problems, natural resources development, protection of equal rights, and urban development efforts.

AMS INSTRUCTION 110-4
EXHIBIT A

"As a first step in bringing Federal officials outside of Washington closer together, I have directed the Chairman of the Civil Service Commission to arrange for the establishment of a Board of Federal Executives in each of the Commission's administrative regions. Where associations of Federal regional officials exist in other regional centers they will be continued. Each Executive department and agency is directed to arrange for personal participation by the heads of its field offices and installation in the work of these Federal Executive Boards. These activities are not to require additional personnel but provide means for closer coordination of Federal activities at the regional level.

"The cooperative activities of Federal Executive Boards must be undertaken primarily through the initiative of the heads of our field activities. The Chairman of the Civil Service Commission and the Director of the Bureau of the Budget will furnish the Boards from time to time with guides on official goals and objectives in the management field and will arrange for periodic briefings by national executives of the government. Each of the Boards will consider management matters and interdepartmental cooperation and establish liaison with State and local government officials in their regions. A clearinghouse will be provided in the Office of the Chairman of the Civil Service Commission on problems and recommendations submitted by the regional Boards.

"Following a reasonable period for evaluation of these initial steps, recommendations are to be prepared by the Chairman of the Civil Service Commission and the Director of the Bureau of the Budget for continuing improvement of the management and coordination of Federal activities.

"Within each department, I want the chief officers of each agency, particularly the chief operating officials for administrative matters, to make a critical appraisal of pending field management procedures with the principal regional officers of that agency. The Director of the Bureau of the Budget shall provide guidance to department and agency heads on their internal appraisals of field management. Over all, new emphasis shall be placed on management skills in support of improved economy, efficiency, and the substantive effectiveness of the Executive Branch of the Government."

(signed) John F. Kennedy

Department Representatives on
Federal Executive Boards

<u>Location</u>	<u>Representative and Agency</u>
Atlanta, Ga.	Regional Forester, Region 8, Forest Service
Boston, Mass.	Supervisory Analytical Statistician (In Charge), Statistical Reporting Service
Chicago, Ill.	Director, Evanston Commodity Office, Agricultural Stabilization and Conservation Service
Dallas--Fort Worth, Tex.	Director, Area Food Distribution Office, Agricultural Marketing Service
Denver, Colo.	State Conservationist, Soil Conservation Service
Kansas City, Mo.	Director, Management Field Office, Agricultural Stabilization and Conservation Service
Los Angeles, Calif.	Director, Meat Inspection Division, Agricultural Research Service
New York, N. Y.	In Charge, New York Office, Commodity Exchange Authority
Philadelphia, Pa.	Director, Eastern Administrative Division, Agricultural Research Service
San Francisco, Calif.	Regional Forester, Region 5, Forest Service
Seattle, Wash.	Supervisory Analytical Statistician (In Charge), Statistical Reporting Service
St. Louis, Mo.	Director, National Finance Office, Farmers Home Administration

ACTION BY: Division Directors

Coordination of Administrative and Legal Functions
Respecting Marketing Agreement and Order Programs

I PURPOSE

This Instruction transmits a memorandum concerning the coordination of administrative and legal functions respecting marketing agreement and order programs. The memorandum, signed by the General Counsel of the Department and the Administrator of AMS, is attached as Exhibit A.

II GENERAL

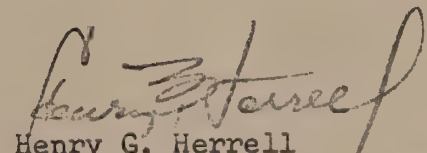
The memorandum sets forth responsibilities of:

A The General Counsel's Office for determinations as to compliance of the provisions of marketing agreement and order programs with standards of the Agricultural Marketing Agreement Act of 1937, as amended; and

B Divisions of AMS for the development of appropriate economic and marketing solutions of problems connected with such programs.

III APPLICATION

This Instruction is distributed only to Division Directors; however, copies should be made available to employees concerned with marketing agreements and orders. Extra copies are available in the Administrative Services Division, Procedures Branch. Divisions involved should request additional copies for internal distribution necessary.


Henry G. Herrell
Deputy Administrator, Management

Attachment

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL MARKETING SERVICE
WASHINGTON 25, D. C.

November 8, 1963

To: Staffs of AMS and OGC concerned with marketing agreements
and orders

From: John C. Bagwell, General Counsel
S. R. Smith, Administrator, Agricultural Marketing Service

Subject: Coordination of administrative and legal functions respecting
marketing agreement and order programs

The formulating of marketing agreements and marketing orders and amendments thereof under the Agricultural Marketing Agreement Act of 1937, as amended, involves solving complex problems requiring the fullest cooperation between the administrative and legal personnel charged with responsibility in this area of the Department's work. The economic and legal aspects of the work are so closely intertwined that a reciprocal appreciation by the persons concerned of their problems and cooperative effort to develop the most effective solution of problems within the framework of the law is essential to the successful carrying out of the Department's responsibilities.

These being regulatory programs involving administrative and judicial review proceedings, as well as enforcement cases, it is important that provisions be drafted to comply with requirements of the law to avoid to the greatest degree possible unnecessary litigation while at the same time meeting the marketing problem.

The determinations as to compliance of provisions with the standards of the Act are the responsibility of the General Counsel's Office. The responsibility for development of the appropriate economic and marketing solutions of the problems is that of the applicable Division of AMS. When it appears that the approach to the economic and marketing solution of a problem developed by the AMS is questionable from a legal standpoint it is essential that the attorneys and administrative personnel cooperatively develop the best possible alternative which will eliminate or mitigate to the highest degree feasible the legal question while meeting the marketing and economic needs of the situation in question to the degree possible. This should insure the most effective and feasible provisions, thereby substantially reducing the need for adverse

opinions and eliminating to the degree possible unnecessary litigation which always impedes effective administration.

In the area of administrative and judicial litigation the attorneys of the General Counsel's Office have the responsibility of representing the Department. However, here again there is the same need for complete cooperation between such attorneys and the administrative personnel. They should keep each other informed of all matters arising which might affect the Department's position in such litigation. The attorney must represent the Department in contacts with other parties to litigation and no communication should be had with such parties except through, or with the prior knowledge of, the attorney assigned to the matter. Complete reciprocal communication must prevail to insure the most effective handling of such litigation.

All staff personnel of the Office of the General Counsel and the Agricultural Marketing Service concerned with marketing agreement and order programs will coordinate their activities in accordance with the foregoing statement of considerations and principles. They will be expected to work together understandingly, cooperatively, and harmoniously, to the end that these programs may be promulgated and administered with the utmost efficiency and effectiveness and within the framework of the Agricultural Marketing Agreement Act.

John C. Bagwell
SR Smith

ACTION BY: Administrator's Staff and Division Directors

Coordination of Administrative and Legal Functions
With the Office of the General Counsel

I PURPOSE

This Instruction (1) sets forth general requirements concerning the coordination between AMS and the Department's Office of the General Counsel of administrative and legal functions involving AMS operations; and (2) transmits a memorandum, signed by the General Counsel of the Department and the Administrator of AMS, regarding coordination of such functions in respect to marketing agreement and order programs. (For requirements on requests for formal opinions from the General Counsel, see AMS Instruction 111-1, Legal Assistance Available From the Office of the General Counsel and Reporting Requirements to That Office.)

II GENERAL REQUIREMENTS

The Department has assigned responsibility to the Office of the General Counsel to advise and assist in all legal aspects of the Department's work. It is essential that the administrative and legal aspects of AMS programs be fully coordinated with appropriate representatives of that office before implementation. When it appears that the approach to the solution of a problem developed by AMS is questionable from a legal standpoint, AMS administrative personnel and representatives of the Office of the General Counsel shall cooperatively develop the best possible alternative which will eliminate or mitigate to the highest degree possible the legal question while meeting the needs of the situation in question.

III COORDINATION OF ADMINISTRATIVE AND LEGAL FUNCTIONS RESPECTING
MARKETING AGREEMENT AND ORDER PROGRAMS

The memorandum attached as Exhibit A sets forth responsibilities of:

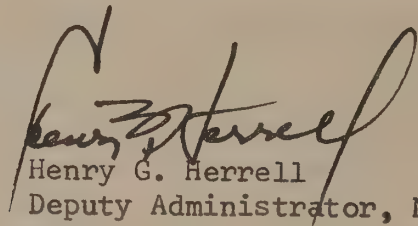
(III)

A The General Counsel's Office for determinations as to compliance of the provisions of marketing agreement and order programs with standards of the Agricultural Marketing Agreement Act of 1937, as amended; and

B Divisions of AMS for the development of appropriate economic and marketing solutions of problems connected with such programs.

IV APPLICATION

This Instruction is distributed only to Division Directors; however, copies should be made available to employees concerned with the coordination of administrative and legal aspects of AMS programs. Extra copies are available in the Administrative Services Division, Procedures Branch. Divisions involved should request additional copies for internal distribution necessary.


Henry G. Herrell
Deputy Administrator, Management

Attachment

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL MARKETING SERVICERev. 1
EXHIBIT A

WASHINGTON 25, D. C.

November 8, 1963

To: Staffs of AMS and OGC concerned with marketing agreements
 and orders

From: John C. Bagwell, General Counsel
 S. R. Smith, Administrator, Agricultural Marketing Service

Subject: Coordination of administrative and legal functions respecting
 marketing agreement and order programs

The formulating of marketing agreements and marketing orders and amendments thereof under the Agricultural Marketing Agreement Act of 1937, as amended, involves solving complex problems requiring the fullest cooperation between the administrative and legal personnel charged with responsibility in this area of the Department's work. The economic and legal aspects of the work are so closely intertwined that a reciprocal appreciation by the persons concerned of their problems and cooperative effort to develop the most effective solution of problems within the framework of the law is essential to the successful carrying out of the Department's responsibilities.

These being regulatory programs involving administrative and judicial review proceedings, as well as enforcement cases, it is important that provisions be drafted to comply with requirements of the law to avoid to the greatest degree possible unnecessary litigation while at the same time meeting the marketing problem.

The determinations as to compliance of provisions with the standards of the Act are the responsibility of the General Counsel's Office. The responsibility for development of the appropriate economic and marketing solutions of the problems is that of the applicable Division of AMS. When it appears that the approach to the economic and marketing solution of a problem developed by the AMS is questionable from a legal standpoint it is essential that the attorneys and administrative personnel cooperatively develop the best possible alternative which will eliminate or mitigate to the highest degree feasible the legal question while meeting the marketing and economic needs of the situation in question to the degree possible. This should insure the most effective and feasible provisions, thereby substantially reducing the need for adverse

opinions and eliminating to the degree possible unnecessary litigation which always impedes effective administration.

In the area of administrative and judicial litigation the attorneys of the General Counsel's Office have the responsibility of representing the Department. However, here again there is the same need for complete cooperation between such attorneys and the administrative personnel. They should keep each other informed of all matters arising which might affect the Department's position in such litigation. The attorney must represent the Department in contacts with other parties to litigation and no communication should be had with such parties except through, or with the prior knowledge of, the attorney assigned to the matter. Complete reciprocal communication must prevail to insure the most effective handling of such litigation.

All staff personnel of the Office of the General Counsel and the Agricultural Marketing Service concerned with marketing agreement and order programs will coordinate their activities in accordance with the foregoing statement of considerations and principles. They will be expected to work together understandingly, cooperatively, and harmoniously, to the end that these programs may be promulgated and administered with the utmost efficiency and effectiveness and within the framework of the Agricultural Marketing Agreement Act.

John C. Bagwell
S. R. Smith

ACTION BY: Program Divisions

Marketing Research Liaison Activity

I PURPOSE

This Instruction (1) designates an AMS Liaison Officer with the Agricultural Research Service (ARS) for marketing research, and (2) outlines responsibilities of the program divisions on marketing research matters.

II BACKGROUND

During the past several years AMS has benefited from the close working relations developed between the divisions performing commodity or other functions and those performing research functions. Close cooperation will continue to be beneficial even though the research divisions have been transferred to ARS. Maximum benefits will accrue from day-to-day communication at the working level between the AMS program specialists and the scientists in the ARS research divisions.

III AMS LIAISON OFFICER ON MARKETING RESEARCH

John C. Blum, Assistant Deputy Administrator, Regulatory Programs, will serve as AMS Liaison Officer for marketing research. He is responsible for policy and cross-commodity matters concerning marketing research and for coordination of such matters between AMS and ARS.

IV RESPONSIBILITIES OF AMS PROGRAM DIVISIONS

The AMS program divisions are responsible for:

A Encouraging cooperation and day-to-day communication at the operating level between program specialists and research scientists.

(IV)

B Working with the ARS research divisions, through research contact employees designated by both AMS and ARS, on related program-research matters.

C Having the research contact present during marketing discussions before advisory committees.

D Assuming the initiative in requesting an annual review session with the ARS research divisions. (At these sessions problems of importance to program divisions will be discussed and the progress and status of research activity reviewed. It will be beneficial if these sessions are completed before the budget requests are prepared for the ensuing year.)

E Cooperating in the prompt review of projects and manuscripts and in other similar activity. (ARS will refer proposed line projects and research manuscripts to appropriate program divisions for review and comment, and will arrange conferences, as necessary, to discuss such projects and manuscripts.)

F Conferring with ARS regarding advisory committee membership nominations.

V MEETINGS, REPORTS, AND VISITS

A Meetings.

1 Annual Review Sessions. The AMS Liaison Officer, and a representative of the Deputy Administrator, Marketing Research, ARS, will participate in the annual review sessions with program divisions.

2 AMS Staff Meetings. The Deputy Administrator, Marketing Research, ARS, or his representative will attend AMS staff meetings and luncheons.

(V)

B Reports.

1 AMS weekly division reports will be sent to ARS by the Administrator's Office.

2 ARS research progress and annual reports, as well as advisory committee materials, will be received by the Administrator's Office.

C Visits. AMS program division personnel are encouraged to visit Beltsville, Md., and marketing research field stations. These visits will help keep them informed of the status of research in which they are interested.



S. R. Smith
Administrator

AMS INSTRUCTION 110-7
EXHIBIT A

Research Contacts
for AMS and ARS

<u>Division</u>	<u>Contact</u>	<u>Tel. Ext.</u>	<u>Room No.</u>
<u>AMS</u>			
Cotton	Alex M. Hodgkins, Chief Standards and Testing Branch	2167	305 Anx.
Dairy	Robert W. March Assistant Director	2394	2758 S.
Food Distribution	Samuel C. Vanneman Deputy Director	3491	2649 S.
Fruit and Vegetable	Arthur E. Browne Deputy Director	5793	2071 S.
Grain	Clyve W. Jackson Deputy Director	5657	2605 S.
Livestock	C. Lowell Strong Standardization Branch	3013	2720 S.
Packers and Stockyards	Gerald Engelman Deputy Director	7455	3503 S.
Poultry	Frank E. Blood Deputy Director	2458	2020 D St.
Special Services	Elmo F. Clark, Chief Transportation Services Branch	5257	257 LL.
Tobacco	Albert Doub, Chief Reports and Analysis Branch	4101	503 Anx.
<u>ARS</u>			
Marketing Quality Research	Harold T. Cook Deputy Director	8693	870 FCB
Transportation and Facilities Research	Raymond W. Hoecker, Chief Wholesaling and Retailing Research Branch	8697	845 FCB

AMS INSTRUCTION 110-7
EXHIBIT A

Research Contacts
for C&MS and ARS

<u>Division</u>	<u>Contact</u>	<u>Tel. Ext.</u>	<u>Room No.</u>
<u>C&MS</u>			
Consumer Food Programs Divisions and Staffs	Samuel C. Vanneman Assistant Deputy Administrator	3491	2649 S.
Cotton	Alex M. Hodgkins, Chief Standards and Testing Branch	2167	305 Anx.
Dairy	Robert W. March Assistant Director	2394	2758 S.
Fruit and Vegetable	Arthur E. Browne Deputy Director	5793	2071 S.
Grain	Clyve W. Jackson Deputy Director	8837	817A FCB
Livestock	C. Lowell Strong Standardization Branch	3013	2720 S.
Meat Inspection	J. S. Stein Chief Staff Officer	5475	2006 D St.
Packers and Stockyards	Gerald Engelman Deputy Director	7455	3503 S.
Poultry	Frank E. Blood Deputy Director	2458	2020 D St.
Tobacco	Albert Doub, Chief Reports and Analysis Branch	4101	503 Anx.
Transportation and Warehouse	Elmo F. Clark, Chief Transportation Service Branch	5257	255 LL.
<u>ARS</u>			
Marketing Quality Research	Harold T. Cook Deputy Director	8693	870 FCB
Transportation and Facilities Research	Raymond W. Hoecker, Chief Wholesaling and Retailing Research Branch	8697	845 FCB

Revised
6-10-65

*ACTION BY: Commodity Divisions
Budget and Finance and
Food Distribution Divisions*

**Channels of Communication Between AMS and ASCS
Relating to Commodity Operations**

I PURPOSE

This Instruction sets forth requirements for the coordination of communications relating to commodity operations of concern to both the Agricultural Marketing Service and the Agricultural Stabilization and Conservation Service. The Instruction is based on a request from ASCS that agencies utilizing the services of its Commodity Offices coordinate communications to such offices with the Office of the Deputy Administrator, Commodity Operations, ASCS.

II ROUTING OF COMMUNICATIONS

A Application.

1 The Directors of ASCS Commodity Offices have been instructed to accept operating instructions, policy interpretations, or requests or inquiries necessitating substantial extra work only when signed by the Deputy Administrator, Commodity Operations. This applies to offices in other agencies as well as to ASCS offices.

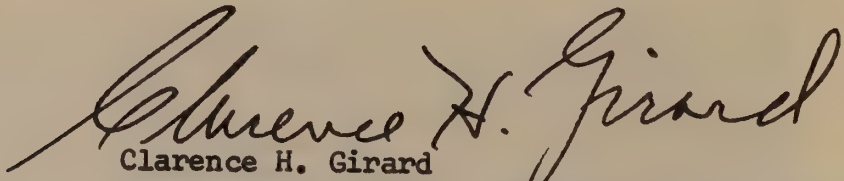
2 Instructions, policy interpretations, or requests necessitating substantial extra work may be communicated to ASCS Commodity Offices by telephone only when approved by the Office of the Deputy Administrator, Commodity Operations. Written confirmation shall be prepared within 24 hours for signature by that official.

3 The requirements above do not apply to routine exchanges of information. It primarily involves communications (either oral or

(II A 3)

written) which might affect established procedures (e.g., commodity procurement operations or claims) of concern to both AMS and ASCS.

B ASCS Reader File Copy. AMS divisions and offices preparing correspondence or other documents going to ASCS Commodity Offices, and which require coordination as indicated above, are requested to prepare an extra copy and forward it to the Office of the Deputy Administrator, Commodity Operations. This copy will be used by that Office as a reader file copy.


Clarence H. Girard
Deputy Administrator, Regulatory Programs

ACTION BY: All Divisions, Offices, and Employees

Legal Assistance Available From the Office of the General Counsel
and Reporting Requirements to That Office

I PURPOSE

The purpose of this Instruction is to (1) provide the names and addresses of attorneys in charge of the field offices of the Office of the General Counsel, (2) indicate the types of legal assistance available from the Office of the General Counsel to offices and employees of AMS, and (3) outline the requirements for notifying the Office of the General Counsel concerning accidents causing damage to private property or injury to private persons, and concerning the serving of papers in suits against the Government.

II *-CANCELLATION

AMS Instruction No. 111-1, dated 8-23-54, and Aux. 1, dated 12-22-54, are superseded by this Instruction and should be removed from the manual.-*

III ATTORNEYS IN CHARGE OF FIELD OFFICES OF THE OFFICE OF THE GENERAL COUNSEL

Exhibit A, attached, lists the names and addresses of the attorneys in charge of field offices of the Office of the General Counsel.

IV LEGAL ASSISTANCE ON PROGRAM MATTERS

*-Divisions and staff offices shall utilize the services of the Office of the General Counsel in Washington when any legal problem arises in connection with the administration of AMS programs. Officials who need formal opinions from the General Counsel's Office (other than on (1) dockets prepared for consideration of the CCC Board and (2) materials to be included in the Federal Register) should prepare requests for such opinions for signature of the Assistant Administrator for Management.

In considering the need for a formal opinion, the problem should first be reviewed with representatives of the management divisions or the Assistant Administrator for Management, depending upon subject matter. This will save the time of the General Counsel's Office in preparing opinions on matters which that Office may have previously considered, or which it may not be administratively feasible to consider even if the proposal would be approved from a legal viewpoint.-*

DISTRIBUTION: A,M,O,R,S

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PLEASE CIRCULATE TO ALL EMPLOYEES

V LEGAL ASSISTANCE AVAILABLE TO EMPLOYEES

The Office of the General Counsel will advise and assist employees who become involved in civil or criminal court action as a result of accidents occurring or activities undertaken within the scope of their employment, or who need protection from physical violence while performing their official duties. When the circumstances warrant, the Office of the General Counsel will seek the assistance of the Department of Justice in protecting the employee's rights. When an employee needs such legal advice and assistance, he shall so advise his supervisor and shall then contact a representative of the Office of the General Counsel. Field employees should make this contact with the nearest field attorney in charge.

VI NOTIFICATION OF ACCIDENTS CAUSING INJURY TO PRIVATE PERSONS OR SUBSTANTIAL DAMAGE TO PRIVATE PROPERTY

The officer in charge^{1/} shall immediately notify the appropriate office of the Office of the General Counsel if a field employee of AMS is involved in an accident which results in or is likely to result in (1) death or permanent or prolonged disability to a private individual, (2) disabling injuries to three or more private individuals, or (3) damage to private property in excess of \$500. Similarly, the administrative officer of the division or staff office concerned shall notify the Office of the General Counsel if a Washington employee is involved in such an accident. This must be done whether or not the Office of the General Counsel will be requested to represent the employee and whether or not prosecution or suit is commenced because of the accident. The Office of the General Counsel will in proper cases notify the U. S. Attorney in order to protect the interests of both the Government and the employee.

VII NOTIFICATION BY EMPLOYEES SERVED WITH PAPERS IN SUITS

If an employee is served with papers in a suit arising under the Federal Tort Claims Act, he should immediately notify the attorney in charge of the nearest field office of the General Counsel's Office, or the Office of the General Counsel in Washington, depending upon where the employee is located.

Oris V. Wells

Oris V. Wells
Administrator

Attachment

^{1/} As used in this Instruction the term "officer in charge" means the head of the field office or station in which the employee is located or to which he reports.

Attorneys in Charge of Field and Branch Offices
Office of the General Counsel
U. S. Department of Agriculture

Arkansas

Dan P. Chisholm, Attorney in Charge
Office of the General Counsel, USDA
Room 326 Federal Building
Little Rock, Arkansas

California

John S. Griffin, Attorney in Charge
Office of the General Counsel, USDA
Room 443, 1031 South Broadway
Los Angeles 15, California

Jesse R. Farr, Attorney in Charge
Office of the General Counsel, USDA
Room 216 Federal Office Building
Civic Center
San Francisco 2, California

Colorado

Spurgeon E. Paul, Attorney in Charge
Office of the General Counsel, USDA
Suite 476, New Custom House
Denver 2, Colorado

Georgia

Linton B. West, Attorney in Charge
Office of the General Counsel, USDA
Room 321 Peachtree-Seventh Building
50 Seventh Street, N. E.
Atlanta 23, Georgia

Hawaii

Axel Ornelles, Attorney in Charge
Office of the General Counsel, USDA
Room 602 Stagenwald Building
119 Merchant Street
Honolulu 13, Hawaii

Illinois

Robert W. Johnson, Attorney in Charge
Office of the General Counsel, USDA
Room 859, U. S. Court House
219 South Clark Street
Chicago 4, Illinois

Minnesota

George R. Springborg, Attorney in Charge, Office of the General Counsel, USDA
Room 505 Federal Courts Building
Sixth and Market Streets
St. Paul 2, Minnesota

Missouri

Giles H. Penstone, Attorney in Charge
Office of the General Counsel, USDA
2500 Federal Office Building
560 Westport Road
Kansas City 11, Missouri

Montana

Morris C. Hankins, Attorney in Charge
Office of the General Counsel, USDA
Room 2068, Federal Building
Missoula, Montana

New Mexico

Francis M. Pearl, Attorney in Charge
Office of the General Counsel, USDA
209 Tower Bldg., 510 2nd St., N. W.
Albuquerque, New Mexico

New York

James A. O'Donnell, Attorney in Charge
Office of the General Counsel, USDA
Room 801, 139 Centre Street
New York 13, New York

North Carolina

Robert H. Lacey, Attorney in Charge
Office of the General Counsel, USDA
2620 Hillsboro Street
Raleigh, North Carolina

Oklahoma

Thomas M. Smith, Attorney in Charge
Office of the General Counsel, USDA
U. S. Agric. Center Office Building
Stillwater, Oklahoma

Oregon

C. Carlile Carlson, Attorney in Charge
Office of the General Counsel, USDA
Room 406 Builders Exchange Building
320 S. W. Stark Street
Portland 4, Oregon

Pennsylvania

Paul E. Blanchard, Attorney in Charge
Office of the General Counsel, USDA
511 Blackstone Building
112 Market Street
Harrisburg, Pennsylvania

Puerto Rico

Lemuel Marques, Jr., Attorney in Charge
Office of the General Counsel, USDA
Box 9052
Santurce, Puerto Rico

Texas

Hiram O. Childress, Attorney in Charge
Office of the General Counsel, USDA
Room 3-101 Merchandise Mart Building
500 South Ervay Street
Dallas 1, Texas

Utah

Dean A. Gardner, Attorney in Charge
Office of the General Counsel, USDA
Room 209 Forest Service Building
507 25th Street
Ogden, Utah

Wisconsin

Elton C. Hotchkiss, Attorney in Charge
Office of the General Counsel, USDA
528 Federal Building
Milwaukee 2, Wisconsin

Attorneys in Charge of Field and Branch Offices
Office of the General Counsel
U. S. Department of Agriculture

Arkansas

Dan P. Chisholm, Attorney in Charge
Office of the General Counsel, USDA
Room 326 Federal Building
Little Rock, Arkansas

California

John S. Griffin, Attorney in Charge
Office of the General Counsel, USDA
Room 602, 117 West 9th Street
Los Angeles 15, California

Jesse R. Farr, Attorney in Charge
Office of the General Counsel, USDA
Room 212 Federal Office Bldg.
Civil Center
San Francisco 2, California

Colorado

Harold E. Hafer, Attorney in Charge
Office of the General Counsel, USDA
Suite 476, New Customhouse
Denver 2, Colorado

Georgia

Linton B. West, Attorney in Charge
Office of the General Counsel, USDA
Room 321 Peachtree-Seventh Bldg.
50 Seventh Street, N. E.
Atlanta 23, Georgia

Illinois

Robert W. Johnson, Attorney in Charge
Office of General Counsel, USDA
Room 859, U. S. Court House
219 South Clark Street
Chicago 4, Illinois

Minnesota

George R. Springborg, Attorney in
Charge, Office of the General
Counsel, USDA
Room 505 Federal Courts Bldg.
Sixth and Market Streets
St. Paul 2, Minnesota

Missouri

Giles H. Penstone, Attorney in Charge
Office of the General Counsel, USDA
560 Westport Road
Kansas City 41, Missouri

Montana

Morris C. Hankins, Attorney in Charge
Office of the General Counsel, USDA
Room 2029, Federal Bldg.
Missoula, Montana

New Mexico

Francis M. Pearl, Attorney in Charge
Office of the General Counsel, USDA
209 Tower Bldg., 510 2nd St., N.W.
Albuquerque, New Mexico

New York

James A. O'Donnell, Attorney in Charge
Office of the General Counsel, USDA
Room 1050, 80 LaFayette Street
New York 13, New York

North Carolina

Mrs. Emily A. Kindel, Acting Attorney
in Charge
Office of the General Counsel, USDA
401 Oberlin Road, Phillips Bldg.
Raleigh, North Carolina

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Rev. 1

EXHIBIT A

Oklahoma

Thomas M. Smith, Attorney In Charge
Office of the General Counsel, USDA
U. S. Agriculture Center Office Bldg.
Stillwater, Oklahoma

Oregon

C. Carlile Carlson, Attorney in Charge
Office of the General Counsel, USDA
406 Builders Exchange Bldg.
320 S. W. Stark Street
Portland 4, Oregon

Pennsylvania

William E. Bethards, Acting Attorney
in Charge
Office of the General Counsel, USDA
511 Blackstone Bldg., 112 Market St.
Harrisburg, Pennsylvania

Puerto Rico

Lemuel Marques, Jr., Attorney in Charge
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ACTION BY: *All Divisions and Offices
All Employees*

**Legal Assistance Available From the Office of the General Counsel
and Reporting Requirements to That Office**

I PURPOSE

This Instruction (1) provides the names and addresses of attorneys in charge of field offices of the Office of the General Counsel, (2) indicates the types of legal assistance available from the Office of the General Counsel to offices and employees of AMS, and (3) outlines requirements for reporting to the Office of the General Counsel certain information concerning accidents and suits against employees or the Government.

II FIELD OFFICES OF THE OFFICE OF THE GENERAL COUNSEL

Exhibit A, attached, lists the names and addresses of the Attorneys in Charge of Regional, Field, and Branch Offices of the Office of the General Counsel.

III LEGAL ASSISTANCE ON PROGRAM MATTERS

A General.

1 The Department has assigned responsibility to the Office of the General Counsel to advise and assist in all legal aspects of the Department's work. This responsibility includes, among other things, the preparation and review of administrative rules and regulations applicable to the public, and the disposition of claims by and against the United States arising out of the Department's activities.

2 AMS divisions and offices shall utilize the services of the Office of the General Counsel when any legal problem arises in connection with the administration of AMS programs.

(III)

B Requests for Formal Opinions.

1 Officials who need formal opinions from the Office of the General Counsel shall prepare requests for such opinions (other than on dockets prepared for consideration of the Board of Directors of the Commodity Credit Corporation, and materials to be included in the Federal Register) for signature of the Deputy Administrator, Management.^{1/} (This is necessary in order to differentiate between purely legal and administrative solutions to problems. It may not be administratively practicable or feasible to solve a problem in a particular way even though such solution is legally authorized.)

2 In considering the need for a formal opinion, the problem should first be reviewed with representatives of the management divisions or the Deputy Administrator, Management. This will save the time of the General Counsel's Office in preparing opinions on matters which that Office may have previously considered, or which it may not be administratively feasible to consider even if the proposal would be approved from a legal viewpoint.

IV LEGAL ASSISTANCE AVAILABLE TO EMPLOYEES

A The Office of the General Counsel will:

1 Advise and assist employees (a) who become involved in civil or criminal court actions as a result of activities undertaken within the scope of their employment, or (b) who need protection from physical violence while performing their official duties. When circumstances warrant, the Office of the General Counsel will seek the assistance of the Department of Justice in protecting the employee's rights.

^{1/} This does not preclude informal contacts between the Office of the General Counsel and AMS officials in connection with program or administrative matters, or to obtain clearances required for certain documents.

(IV A)

2 Serve as official liaison between the Department of Justice and the employee in the event of a suit against the employee or the Government as a result of a motor vehicle accident occurring while the employee is acting within the scope of his office or employment.

B An employee who needs such legal advice and assistance shall inform the officer in charge (administrative officer for a Washington employee) so that a representative of the Office of the General Counsel may be contacted. Such contacts may be made as explained in Section VI; however, this does not preclude the employee from personally contacting the appropriate Office of the General Counsel if this seems desirable.

V NOTIFICATIONS REQUIRED BY THE OFFICE OF THE GENERAL COUNSEL

A It is essential and mandatory that complete information regarding either of the following circumstances be reported immediately (as explained in Section VI) to the appropriate Office of the General Counsel.

1 If an employee is involved in an accident which causes (a) serious injury (that is, resulting in or likely to result in death, permanent impairment, or prolonged disability) to private individual(s); or (b) damage of more than \$1,000 to private property; or

2 If an employee is served with papers in a suit or is presented with a claim arising out of his operation of a motor vehicle in the performance of official duties.

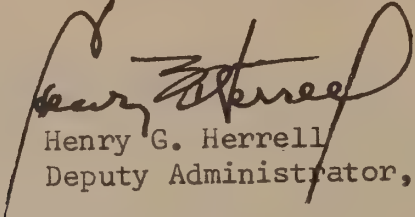
B The notification is required whether or not the prosecution or suit is begun because of the accident, or whether or not the General Counsel will be asked to represent the employee if he is sued. The Office of the General Counsel will in proper cases notify the United States Attorney in order to protect the interests of the Government as well as that of the employee concerned.

VI METHOD OF NOTIFYING THE OFFICE OF THE GENERAL COUNSEL

A An employee who is involved in either of the circumstances requiring that the Office of the General Counsel be notified shall immediately notify his officer in charge (administrative officer for a Washington employee),^{2/} and turn over to him all documents received in connection with any suit or claim.

B The officer in charge (or administrative officer) shall immediately notify the Area Administrative Division (Personnel Division for a Washington employee) by wire or telephone, and forward documents connected with the case.

C The AA (or PE) Division shall immediately notify, or authorize the officer in charge to notify, the appropriate Office of the General Counsel by wire or telephone, and forward all pertinent documents, including the complete accident file as available, to that Office.



Henry G. Herrell
Deputy Administrator, Management

Attachment

^{2/} See AMS Instruction 371-1, Investigating and Reporting Accidents, for other reporting requirements concerning accidents.

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AMS INSTRUCTION 111-1
Rev. 1
EXHIBIT A

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AMS INSTRUCTION 111-1

Rev. 2

EXHIBIT A

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Attendance at Meetings Outside the Department

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EXHIBITS:

- A List of Representative Work Conferences
- B AD-61, Request and Authorization to Attend Meeting
- C Chart Summarizing Procedures for Obtaining Approval to Attend Meetings

ACTION BY: All Divisions and Offices

Attendance at Meetings Outside the Department

I PURPOSE

This Instruction (1) states the policy of the Agricultural Marketing Service in regard to attendance at meetings called by persons or organizations other than the Department of Agriculture, (2) delegates authority to approve attendance at such meetings, and (3) outlines procedures to be followed in obtaining approval for attendance.

The provisions of this Instruction do not apply to attendance at meetings by employees in Federal-State cooperative offices who, by provisions in the cooperative agreement, are also considered a part of the State cooperators staff, when such employees attend in their capacity as State employees and the costs are borne by the cooperating State agency.

II POLICY

The policy of AMS is to provide representation, when practicable, at meetings of farmers, scientific and professional societies, trade associations, State and Federal officials, international organizations, congresses, groups, etc., for the purpose of giving or acquiring information on subjects relating to the work of AMS when such representation (1) is necessary for the performance of the functions of AMS, or (2) will further its authorized work.

III DEFINITIONS

A Domestic Meeting. The term "domestic meeting" means any meeting held in this country called by an agency or organization other than the Department of Agriculture, except (1) work conferences^{1/} held in connection with cooperative programs of AMS with other Federal, State, or cooperating agencies, and (2) international meetings held in this country. A meeting is usually a formal gathering of a recognized membership, such as a professional association, at which there is a planned program.

B International and Foreign Meeting. The term "international and foreign meeting" means any meeting of an international organization, congress, or group held in this country or elsewhere, and any other meeting held in a foreign country, except routine "workshop" meetings of the Department or discussions of cooperative program operations by Departmental personnel with Canadian or Mexican officials in their respective countries.^{2/}

(In the case of certain meetings, the title of the conference, congress, or meeting, or of the association sponsoring it, may include the term "international," although the conference, congress, or meeting is not actually an international meeting. (Example: The International Crop Improvement Association.) Such meetings are not subject to the regulations covering "international" meetings.)

^{1/} Work conferences may be national, regional, statewide, or local in scope. They are held for the purpose of discussing work programs between other Federal, State, or private agencies to develop and coordinate data for the benefit of AMS programs and to outline responsibilities of the cooperating agencies in attendance. A list of the types of meetings which are considered representative work conferences is attached as Exhibit A. Since work conferences are not meetings in the sense used in this Instruction, approval for attendance as outlined herein is not required.

^{2/} The concurrence of the Director of Finance is required for all foreign travel performed in connection with meetings except routine "workshop" meetings by Departmental personnel with Canadian or Mexican officials in their respective countries.

IV GENERAL

A Employees attending meetings must obtain approval for attendance prior to their departure for the meetings. Authorizations for attendance as set forth in this Instruction are required in addition to travel authorizations incident to performance of travel in connection with the meeting.

B If an employee desires to attend a meeting in an unofficial capacity on annual leave or leave without pay, at no expense to the Government, no authorization or action other than approval of leave, in the usual manner, is necessary. In such cases the employee attends unofficially as an individual not representing AMS, and is governed by the rules applicable to Federal employees generally.

C An employee may attend and participate in meetings of local business or civic groups such as chambers of commerce, civic clubs, parent-teacher associations, etc., in an official capacity with oral approval from his superior officer.

V AUTHORITY TO APPROVE ATTENDANCE AT MEETINGS

A Domestic Meetings.

1 National Meetings. The Administrator or Acting Administrator shall approve attendance at all national (representing an entire industry) meetings.

2 Regional Meetings. Division directors, deputy directors (or such officials with comparable authority to the deputy director as agreed upon by the division director and the Assistant Administrator for Management), and staff officers shall approve attendance at regional (involving more than one State) meetings.

3 Statewide Meetings. Division directors, deputy directors (or such officials as indicated in 2 above), and staff officers may approve attendance at statewide meetings. This authority may be redelegated to branch chiefs, or heads of regional, State, or area offices (depending upon organizational structure) provided that (a) the meetings are held within the respective jurisdictional areas of the official who will approve, and (b) a copy of authorization for attendance (AD-61) for each meeting is sent to the administrative officer of the division or staff office in Washington for reporting purposes. (See Sec. IX below.)

(V A)

4 Local Meetings.

a Branch chiefs, or heads of regional, State, or area field offices (depending upon organizational structure) may approve attendance at local (i.e., not statewide, regional, or national in nature) meetings held within their respective jurisdictional areas. This authority may be redelegated as indicated in b below. Approval may be oral if desired.

b The authority to approve attendance at local meetings may be redelegated to section heads, or heads of field offices (supervisory official at each activity location) where the meetings are held at official headquarters or within the immediate work area. Approval may be oral if desired.

B International and Foreign Meetings. The Administrator submits his recommendations for the attendance of AMS representatives at international and foreign meetings to the Administrator of the Foreign Agricultural Service. That agency coordinates Department recommendations and secures the approval of the appropriate Group Head of the Office of the Secretary.

VI LIMITING CONSIDERATIONS

Officials who are responsible for requesting approval to attend meetings should assure that the request is in accordance with AMS policy as stated in this Instruction.

A Before requesting or approving attendance at meetings, the following factors should be carefully considered:

- 1 The propriety of AMS being represented.
- 2 Whether the specific reasons for attendance fully justify the expenditure of time and public funds.
- 3 Avoidance of interference with or neglect of the primary work of the employee concerned.
- 4 Economy in the expenditure of public funds.
- 5 Avoidance of excessive representation at any meeting.

(VI A)

6 Conformity with Department and AMS policies as to the substance of any matter to be presented.

7 Coordination of representation when more than one agency of the Department or division of AMS is concerned. In some cases it may be feasible for one employee to represent more than one agency or division, taking into consideration the location of the meeting and the location of the employee selected to attend the meeting. In any case, interchange of information with respect to material to be presented, or information acquired, will be desirable.

B Membership in professional organizations or a personal interest in meetings of such organizations does not constitute justification for attendance at Government expense.

VII OBTAINING APPROVAL TO ATTEND MEETINGS

A Request for Authorization.

1 Form of Request. Form AD-61, Request and Authorization to Attend Meeting, shall be used to obtain approval for attendance at international, national, regional, and statewide meetings. A memorandum may be used to obtain approval for attendance at local meetings when written approval is necessary.

2 Information Required.

a Domestic Meetings. The AD-61 or memorandum request should include:

(1) Name, position, and official station of each employee for whom authorization to attend is requested.

(2) Estimated cost of travel and per diem for each employee who will attend.

(3) Name, place, opening date, and duration of the meeting. (Indicate dates employee plans to attend if different from duration.)

(4) Type and purpose of meeting.

(VII A 2 a)

(5) Degree and nature of participation of each employee who will attend.

(6) Statement explaining how the work of AMS requires or will benefit from attendance.

b International and Foreign Meetings. In addition to the information required in a above, request for approval to attend an international or foreign meeting should include the following:

(1) The capacity in which each employee is to attend; i.e., whether an official U. S. delegate, representative of the Department, or as an individual.

(2) Source of funds proposed to finance the expenses (salary, travel, other) to be incurred in attending the meeting for each nominee. (If the expenses are to be financed from other than appropriations of the Department of Agriculture or the Department of State, approval of the Director of Finance is required. Include an extra copy of the AD-61 for obtaining such approval.)

(3) If additional foreign travel is to be performed incident to attendance at a foreign meeting, include information about such travel.

B Preparation and Routing of Requests. Exhibit B, attached, illustrates the method of preparing AD-61. The names of all employees whose attendance at any one meeting is desired should be presented as a single request. If space provided on the form is insufficient for all required information, attach continuation sheets as necessary. Exhibit C is a chart summarizing the procedure for obtaining approval to attend meetings, including the number and disposition of copies of the AD-61 or memorandum request. The number of copies required may vary depending upon the administrative need for copies. In all cases prepare a copy for each employee attending the meeting.

1 Domestic Meetings. Requests for approval to attend domestic meetings should be forwarded as indicated below at least two weeks in advance of the date of the meeting.

a National Meetings. The division director or staff officer shall sign requests (AD-61) for approval to attend national meetings (those originating in the field as well as in Washington) as requesting

(VII B 1 a)

official and forward them to the Office of the Assistant Administrator for Management. Upon approval, that Office will return all copies indicating approval for attendance to the division or staff office.

b Regional Meetings. The branch chief, or head of a regional, State, or area office shall sign AD-61 as requesting official and forward the request to the division or staff office in Washington. Upon approval, the division or staff office shall retain one copy and return other signed copies to the requesting office.

c Statewide Meetings. The official in charge of the requesting office shall sign the AD-61 request and forward it to the appropriate approving official as indicated in Sec. V A 3 above. The approving official shall (1) send one copy to the division or staff office in Washington if attendance has been approved in the field, and (2) return other signed copies indicating approval for attendance to the requesting office.

d Local Meetings. If written approval is required, the official in charge of the requesting office shall sign the memorandum request and forward it to the appropriate approving official as indicated in Sec. V A 4 above. The approving official shall return signed copies indicating approval for attendance to the requesting office.

2 International and Foreign Meetings. When a division or an employee of AMS receives direct an invitation to an international or foreign meeting, such invitation shall be referred promptly to the Assistant Administrator for Management. No invitation shall be accepted until notification is received from the Foreign Agricultural Service that approval has been obtained. Any acknowledgment of the invitation should be so worded as to avoid an impression of definite acceptance.

a Initiation of Recommendation.

(1) Divisions and staff offices shall initiate recommendations for attendance at international and foreign meetings on AD-61 as soon as it is known that an employee is to attend. Sufficient time (when possible, 60 days in advance of the employee's scheduled departure) must be allowed for obtaining security clearance, and also a passport when foreign travel is involved.

(VII B 2 a)

(2) The initiating division or staff office shall forward the request to the Office of the Assistant Administrator for Management for review and submission to the Foreign Agricultural Service. Upon approval, the Office of the Assistant Administrator for Management shall return approved copies to the division or staff office for disposition as indicated on Exhibit C.

b Security Clearance and Passports. Upon receipt of approval for attendance at an international or foreign meeting, the division or staff office shall request security clearance in accordance with AMS Instruction No. 364-1, Rev. 1, Personnel Security Program. Instructions for obtaining passports, when required, and other pertinent information regarding foreign travel are contained in AMS Instruction No. 463-1, Foreign Travel.

3 Notification to Employee That Attendance Is Approved. Upon receipt of approved copies of the request from the approving official, the office which requested approval for attendance at the meeting shall send one copy to each employee attending the meeting as notification that attendance is approved.

VIII TRAVEL AUTHORIZATIONS

Upon receipt of approval for attendance at meetings which require travel, the requesting office shall secure a letter of authorization for travel if the employee's present travel authorization does not cover the proposed trip.^{3/} (See AMS Instruction No. 467-2, Preparation, Numbering, and Distribution of Travel Authorizations, for procedures on securing such letters of authorization.) The approval for attendance will serve as the authority for requesting travel authorization.

IX FILES OF APPROVALS

Divisions and staff offices shall maintain, by calendar year, files of approvals (AD-61's) to attend national, regional, and statewide meetings. Such files are necessary to provide information on attendance at these meetings as it may be required of AMS by the Department.

Oris V. Wells
Oris V. Wells
Administrator

Attachments

- ^{3/} To facilitate obtaining approval from the Director of Finance, letters of authorization for foreign travel should be forwarded to the Office of the Assistant Administrator for Management with the AD-61.

Representative Work Conferences ^{1/}

General

Meetings with Experiment Stations in connection with work programs of the Department at which accomplishments are reviewed and future activities planned.

Meetings called by Extension Services to discuss problems of mutual interest.

Meetings called by Federal, State, or private agencies to discuss work programs, disseminate information, and develop data for the benefit of AMS programs.

Meetings with cooperators to discuss responsibilities, plan activities, etc.

Workshops conducted by State Departments of Agriculture.

Workshops sponsored by AMS and Land Grant Colleges.

Meetings with members of committees of trade associations to discuss technical phases of program work.

Meetings with marketing agreement and order committees.

Specific

Cotton Division:

Meetings with spot market quotations committees, appointed by Cotton Exchanges, to assist in developing accurate price quotations.

Meetings held with members of the Cotton Exchanges at their request to discuss problems in connection with the United States Cotton Futures Legislation.

^{1/} This list is not intended to be inclusive, but is given to illustrate the types of meetings which are considered to be work conferences.

Dairy Division:

Meetings with trade associations to discuss proposed changes in the United States Standards for grades of dairy products and to answer questions regarding application of the standards.

Meetings called by educational and research institutions to apply the United States Standards for grades to experimental lots of dairy products.

Meetings of members of Dairy Technology Societies to disseminate information on dairy products grading programs or to acquire new information with respect to dairy technology.

Food Distribution Division:

Meetings with National School Lunch Advisory Groups.

Fruit and Vegetable Division:

Meetings with potato growers associations to discuss acreage-marketing guides issued by the Division.

Grain Division:

Meeting called by Extension Service, at which a representative of the Division conducted a grain grading school, demonstrated grades, and discussed grading procedures.

Meeting called by a State. Personnel from all seed laboratories in area invited to attend to obtain data to assist seed analysts in determining the quality of peanut seed supplies, and to demonstrate germination procedures in determining seed quality.

Livestock Division:

Meetings attended by meat-grading supervisors who may discuss official USDA grade standards and methods of meat grading to groups of dieticians and stewards of State, City, and municipality institutions.

Meetings of personnel performing regulatory work with officials of stockyard companies and livestock exchanges to discuss problems in connection with the Packers and Stockyards Act.

Tobacco Division:

Meetings with tobacco growers cooperative associations, trade associations, and others interested in tobacco programs to discuss quotas, acreage allotments, production estimates, supply and demand, etc.

AD-10/51 61

UNITED STATES DEPARTMENT OF AGRICULTURE

AMS INSTRUCTION No. 112-1
EXHIBIT B

REQUEST AND AUTHORIZATION TO ATTEND MEETING

Use only for International, National, Regional, and State-wide Meetings

DATE THIS REQUEST:

AGENCY:

Agricultural Marketing Service

January 4, 1956

TO (NAME AND TITLE)

Authorization Is Requested, Pursuant to 1AR 203, for the Following-Named Employees to Attend a Meeting Called by the Agency or Organization Named, and for the Purpose Indicated Below.

Administrator

1. NAME AND POSITION	2. OFFICIAL STATION	3. ESTIMATED EXPENSE	4. "X" IF APPLICABLE ¹	
			SALARY	TRAVEL AND PER DIEM
John H. Doe, Chief, Seed Branch	Beltsville, Md.	\$205	X	X
W. H. Roe, Seed Marketing Specialist	Minneapolis, Minn.	185	X	X
Estimated expense should include travel and per diem only.				
TOTAL		\$ 390		

¹ Applicable only if public funds are used for either item.

5. AGENCY OR ORGANIZATION CALLING MEETING

National Seed Control Officials

6. OPENING DATE

Feb. 14, 1956

7. MEETING TO BE HELD AT—

Kansas City, Mo.

8. DURATION OF MEETING

Feb. 17, 1956

9. THIS MEETING IS—"X" ONE)

☐

INTERNATIONAL

☒

NATIONAL

☐

REGIONAL

☐

STATE-WIDE

10. PURPOSE OF MEETING OR OF ATTENDANCE AT MEETING (INCLUDE STATEMENT EXPLAINING HOW WORK OF THE DEPARTMENT REQUIRES OR BENEFITS FROM ATTENDANCE; AND DEGREE AND NATURE OF PARTICIPATION OF EMPLOYEES)

The Federal Seed Act is administered through cooperation with officials in each of the 48 States. Cooperative activities and problems in seed law enforcement will be the principal topics of discussion. Our men will take part in these discussions.

The Department will benefit by gaining information relating to mutual activities and problems and making contacts with State representatives.

SIGNATURE OF REQUESTING OFFICIAL

Director, Grain Division

APPROVED FOR AGENCY

Acting Administrator, AMS

DATE APPROVED

(IF INTERNATIONAL MEETING) APPROVED DIRECTOR, OFAR

DATE, OFAR APPROVAL

When 5 or More Persons Are Named on This Approval, One Copy of It May Be Submitted to the Office of Personnel to Serve the Reporting Requirements of 1 AR 203d.

5-17-56

OBTAINING APPROVAL TO ATTEND MEETINGS

Type of Meeting	Form of Request	Who Approves	Send Request To	No. 1/ of Copies	Disposition of Signed Copies	
					Adm. Officer of Div. or Staff Office	Office Where Request Is Signed Employee
A Domestic Meetings:	AD-61	Administrator or Acting Administrator	Office of Assistant Administrator for Management	2	1	1
		Division director, deputy director, staff officer, or other designated official	Division or staff office	2	1	1
	AD-61	Division director, deputy director, staff officer, or other designated officials	Office of the approving official	3	1	1
	Memo. 2/	Branch chiefs, heads of regional, State, or area offices, or other delegated officials	Office of the approving official	2	--	1
B International and Foreign Meetings	AD-61	Group Head in Office of the Secretary	Office of Assistant Administrator for Management	3/	1	1

1/ The number of copies may vary depending upon administrative need. The number shown represents the minimum number required. In all cases prepare a copy for each employee attending the meeting.

2/ Approval to attend local meetings may be oral if desired.

3/ One copy is retained by the Foreign Agricultural Service. If expenses are to be financed from other than appropriations of the Department of Agriculture or the Department of State, prepare an additional copy for use in obtaining approval of financial arrangements from the Office of Budget and Finance.

ACTION BY: All Divisions and Offices

Attendance at Meetings Outside the Department

I PURPOSE

This Auxiliary to AMS Instruction 112-1, Attendance at Meetings Outside the Department (1) prescribes the use of new Form AD-179, Request to Perform Foreign Travel or Attend Meeting; and (2) provides that certain defense meetings may be considered work conferences.

II USE OF AD-179

A Form AD-179 supersedes Forms AD-61, Request and Authorization to Attend Meeting, and AD-208, Request for Approval to Perform Foreign Travel. AD-179 should be used in all cases where the superseded forms are prescribed in AMS Instruction 112-1 and in AMS Instruction 463-1, Foreign Travel. A small supply of AD-179 is being sent to each administrative officer with this Auxiliary. Additional copies may be requisitioned in the usual manner.

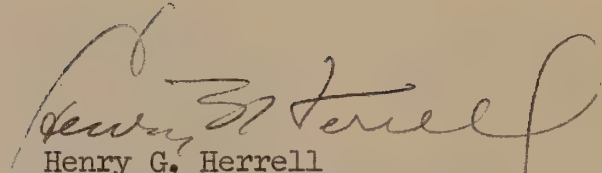
B Since concurrence of the Department's Director of Finance is now required on Form AD-179 for foreign travel and for attendance at international meetings, it is no longer necessary to obtain his concurrence on Form AD-202, Authorization - Travel.

III DEFENSE MEETINGS

Defense meetings and conferences called by the Office of Civil and Defense Mobilization, State civil defense, and similar organizations are to be considered work conferences (rather than meetings) when attended

(III)

by AMS personnel as a part of their assigned defense duties. As work conferences, such meetings are exempt from the formal approval requirements of AMS Instruction 112-1. When that Instruction is revised, this provision will be included among the general categories of representative work conferences listed in Exhibit A of the Instruction.

A handwritten signature in dark ink, appearing to read "Henry G. Herrell", is written over the typed name.

Henry G. Herrell
Assistant Administrator for Management

ACTION BY: All Divisions and Offices

Attendance at Meetings Outside the Department

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EXHIBITS

- A Representative Work Conferences
- B Preparation of AD-179, Request To Attend Meeting
- C Obtaining Approval to Attend Meetings

ACTION BY: All Divisions and Offices

Attendance at Meetings Outside the Department

I PURPOSE

This Instruction (1) states the policy of AMS concerning attendance at meetings called by persons or organizations other than the Department of Agriculture, (2) provides standards for authorizing attendance at meetings, (3) designates the official level at which attendance shall be authorized, and (4) outlines procedures to be followed in obtaining approval for attendance.

II SCOPE

The provisions of this Instruction do not apply to attendance at meetings by employees in Federal-State cooperative offices who, by provisions in the cooperative agreement, are also considered a part of the State cooperator's staff, when such employees attend in their capacity as State employees and the costs are borne by the cooperating State agency.

III DEFINITIONS

A "meeting" means any gathering or conference, usually short and continuous in nature, called by an agency or organization other than the Department of Agriculture for the purpose of exchanging information and discussing problems. It does not include work conferences^{1/}

^{1/} Work conferences may be national, regional, Statewide, or local in scope. They are held for the purpose of discussing work programs between other Federal, State, or private agencies to develop and coordinate data for the benefit of AMS programs and to outline responsibilities of the cooperating agencies in attendance. A list of the types of meetings which are considered representative work conferences is attached as Exhibit A. Since work conferences are not meetings in the sense used in this Instruction, approval for attendance as outlined herein is not required.

(III A)

held in connection with cooperative programs of AMS with Federal, State, or private agencies or organizations; nor does it include "training," which generally means a planned and systematically conducted routine of instruction and practice.

B An "international meeting" means a formal meeting of international scope, regardless of where held, or whether it is inter-Governmental or non-Governmental in nature.^{2/} It includes meetings convened by international inter-Governmental and non-Governmental organizations, and congresses and other gatherings convened either at the invitation of governments or by organizing groups or committees. Participation is usually drawn from a minimum of 3 countries.

C "Common-interest meetings" include only those held in Canada or Mexico that are not international meetings. They include (1) workshop or similar meetings on joint projects or program operations of the United States and Canada or Mexico; (2) meetings of Canadian or Mexican professional societies or similar groups in which there is sufficient United States program interest to justify participation; and (3) meetings of national professional societies composed primarily of workers in the United States which may, on occasion, be held in Canada or Mexico as a courtesy to the minority members.

D "Meetings held in other countries" include all meetings held outside the United States (i.e., the 50 States and the District of Columbia), its territories, and possessions, except common-interest meetings as defined above.

^{2/} The title of a conference, congress, or meeting, or of the association sponsoring it, may include the term "international," although the conference, congress, or meeting is not actually an international meeting. Examples are the "International Crop Improvement Association" and the "International Apple Association."

IV POLICY

In authorizing attendance at meetings, consideration shall be given to the availability and prudent use of funds and to the benefit to or furtherance of authorized programs of AMS. The following also applies to specific types of meetings.

A Employees shall be encouraged to attend and to participate in meetings of professional and scientific societies and organizations (1) which are concerned with the functions or activities for which AMS appropriations are made or which will contribute to improved conduct, supervision, or management of those functions or activities; and (2) when attendance at such meetings will be of value to AMS and will benefit the employees in their work.

B When practicable, AMS will provide representation at meetings of farmers, farmer cooperatives, trade associations, State and Federal Departments other than Agriculture, and other groups, to give or acquire information on subjects relating to the work of AMS when such representation (1) is necessary for the performance of the functions of AMS, or (2) will further its authorized work.

C AMS may provide representation at meetings of international organizations, congresses, and groups held in the United States or elsewhere, or at meetings of other groups held in foreign countries, when such representation (1) is necessary for the performance of the functions of AMS, or (2) will further its authorized work.

V STANDARDS FOR AUTHORIZING ATTENDANCE AT MEETINGS

Officials requesting authorization for attendance at meetings for themselves or those under their supervision and officials designated in Section VI to authorize attendance at meetings shall be guided by the following standards.

A General. The meeting must fall within the definitions in Section III and the policy stated in Section IV.

(V)

B Meetings of Professional and Scientific Societies and Organizations.

1 Attendance at meetings of professional and scientific societies and organizations may be authorized on official time with payment of travel expenses and registration fees, provided (a) the subject matter of the meeting relates to the work of AMS and attendance will benefit AMS programs, or (b) the employee would receive information or other help that would enable him to serve the public better. One or more of the following or similar circumstances should be present to justify authorization of attendance of individual employees at AMS expense:

a Employee has been invited to present papers or serve as a member of a panel.

b Employee is a member of an essential committee.

c Employee holds an elected or appointive office in the society or organization.

d Employee's study has reached the point where results should be announced to others in the same or related science.

e Employee is equipped to interpret and bring back findings of others in the same or related fields for the improvement of the conduct, supervision, or management of AMS programs, functions, or activities.

f Employee is responsible for coordination of programs between States or between the Department and State Departments of Agriculture, or other State institutions.

g Employee occupies a position which requires that he exchange information with professional and scientific people outside the Department who are engaged in related work.

(V B 1)

h Employee shows promise and would receive inspiration and information to a degree that would increase his value to the public service.

2 Attendance at meetings of professional and scientific societies and organizations may be authorized on official time without payment of travel expenses or registration fees when the employee's work would be advanced or improved thereby, but attendance would not be of sufficient benefit to the work of AMS to justify paying the expenses.

C Meetings of Farmers, Farmer Cooperatives, Trade Associations, State and Federal Departments Other Than Agriculture, and Other Groups. Before requesting or authorizing attendance at meetings of farmers, farmer cooperatives, trade associations, State and Federal Departments other than Agriculture, etc., on official time either at AMS expense or not at AMS expense, consider whether the specific reasons for attendance fully justify the expenditure of time and public funds. The following factors should also be considered:

- 1 Propriety of AMS being represented,
- 2 Avoidance of interference with or neglect of the primary work of the employee.
- 3 Economy in the expenditure of public funds.
- 4 Avoidance of excessive representation.

D Meetings Held in Other Countries. When the appropriate official, as designated in Section VI, determines that foreign travel to attend meetings is necessary to carry out AMS programs, he shall give careful consideration to:

- 1 Determination of the number of persons needed to accomplish the mission;
- 2 Selection of the best qualified person or persons; and

(V D)

3 Possibility of an AMS employee or an employee of another Department agency, either stationed in a foreign country or traveling on official business, to handle matters.

VI AUTHORITY TO APPROVE ATTENDANCE AT MEETINGS

A Approval in AMS.

1 Authority of the Administrator. The Administrator is authorized to approve attendance at any meeting in the United States (except international meetings) and common-interest meetings in Canada or Mexico.

2 Delegation of Administrator's Authority. The Administrator has delegated his authority to approve attendance at the following types of meetings to officials occupying the positions indicated.

a National Meetings. The Associate Administrator and the Deputy Administrator, Management, are authorized to approve attendance at national (i.e., representing an entire industry) meetings.

b Common-Interest Meetings. The Associate Administrator and the Deputy Administrator, Management, are authorized to approve attendance at common-interest meetings in Canada and Mexico.

c Regional Meetings. Division Directors, deputy directors (or other officials with comparable authority to the deputy director as agreed upon by the Division Director and the Deputy Administrator, Management, and to whom authority is specifically redelegated in the division's Exhibit C to AMS Instruction 106-2, General Authorization) are authorized to approve attendance at regional (i.e., involving more than one State) meetings.

(VI A 2)

d Statewide Meetings.

(1) Division Directors, deputy directors (or other officials with comparable authority to the deputy director and as specifically redelegated in the division's Exhibit C to AMS Instruction 106-2) are authorized to approve attendance at Statewide meetings.

(2) Authority to approve attendance at Statewide meetings may also be redelegated to branch chiefs and to officers in charge of field offices at the first organizational level below the Division Director provided that (a) the meetings are held within the respective jurisdictional areas of the official who will approve; and (b) a copy of the authorization for attendance (AD-179, Request To Attend Meeting) for each meeting is sent to the division's administrative officer for reporting purposes. Redelegation to these officials shall be a specific redelegation in the division's Exhibit C to AMS Instruction 106-2.

e Local Meetings.

(1) Branch chiefs and officers in charge of field offices at the first organizational level below the Division Director are authorized to approve attendance at local (i.e., not Statewide, regional, or national in nature) meetings held within their respective jurisdictional areas. This authority may be redelegated as indicated in (2) below.

(2) The authority to approve attendance at local meetings may be redelegated to section heads or heads of field offices (supervisory official at each activity level) where the meetings are held

(VI A 2 e (2))

at official headquarters or within the immediate work area. The redelegation should be made as a specific redelegation in the division's Exhibit C to AMS Instruction 106-2.

B Approval Above AMS Level. The Deputy Administrator, Management, is authorized to endorse requests for attendance at the following meetings which require approval of the Assistant Secretary.

- 1 International meetings, regardless of where held.
- 2 Meetings held in other countries, as defined in Section III D.

VII OBTAINING APPROVAL TO ATTEND MEETING

A Request To Attend Meeting.

1 Use Form AD-179, Request To Attend Meeting, to obtain approval for attendance at international, national, regional, Statewide, and common-interest meetings. Exhibit B, attached, illustrates the preparation of AD-179. If space provided on the form is insufficient for all required information, attach continuation sheets.

2 A memorandum may be used to obtain approval for attendance at a local meeting. (Approval may be oral.) When a memorandum is used, include the same information as required on AD-179.

3 Exhibit C is a chart summarizing the procedure for obtaining approval to attend a meeting, including the number and disposition of copies of AD-179 or memorandum request.

B Financial Arrangements. For requirements concerning the acceptance of contributions from non-Federal sources, see AMS Instruction 460-4, Acceptance of Contributions From Non-Federal Sources for Travel Expenses.

(VII)

C Routing of AD-179.

1 Meetings Held in the United States (Except International Meetings). Requests for approval to attend meetings held in the United States (except international meetings) shall be forwarded as indicated below at least 2 weeks before the date of the meeting.

a National Meetings. The Division Director shall sign requests (AD-179) for approval to attend national meetings and forward them through the Budget and Finance (BF) Division to the Deputy Administrator, Management. Upon approval, all copies will be returned to the division.

b Regional Meetings. The branch chief, or officer in charge of the first organizational level in the field below the Division Director shall sign the AD-179 and forward the request to the division. Upon approval, the division shall retain 1 copy and return other signed copies to the requesting office.

c Statewide Meetings. The official in charge of the requesting office shall sign the AD-179 and forward it to the appropriate approving official as indicated in Section VI A 2 d. The approving official shall (1) send 1 copy to the division if attendance has been approved in the field, and (2) return other signed copies indicating approval for attendance to the requesting office.

d Local Meetings. When written approval is given, the official in charge of the requesting office shall sign the memorandum request and forward it to the appropriate approving official as indicated in Section VI A 2 e. The approving official shall return signed copies indicating approval for attendance to the requesting office.

2 Common-Interest Meetings. Division Directors shall sign requests for approval to attend common-interest meetings held in Canada or Mexico and forward them through the BF Division to the Deputy Administrator, Management, at least 2 weeks before the meeting. Upon approval, all copies will be returned to the division.

(VII C)

3 International Meetings and Meetings Held in Other Countries. When a division or an employee of AMS receives direct an invitation to an international meeting or a meeting to be held in another country (except common-interest meetings held in Canada or Mexico), such invitation and the agenda, if available, shall be referred promptly to the Deputy Administrator, Management. No invitation shall be accepted until notification is received from the Foreign Agricultural Service (FAS) that approval for attendance at the meeting has been obtained. Any acknowledgment of the invitation should be so worded as to avoid an impression of definite acceptance.

a Divisions shall initiate recommendations for attendance at international meetings and meetings held in other countries on AD-179 in sufficient time to permit necessary action and referral to FAS within the time limit prescribed in paragraph c below.

b The initiating division shall forward the request through the BF Division to the Deputy Administrator, Management.

c The BF Division will review and coordinate division requests and submit a consolidated AD-179 to the Deputy Administrator, Management, for final review and endorsement, and transmission to FAS at least 60 days before the meeting. FAS coordinates Department recommendations and obtains approval of the Assistant Secretary. After approval, the Office of the Deputy Administrator, Management, will return approved copies to the division for disposition as indicated in Exhibit C.

4 Notification to Employees That Attendance Is Approved. Upon receipt of approved copies of the request in the office that requested approval for attendance at the meeting, that office shall send 1 copy to each employee attending the meeting as notification that attendance is approved.

VIII SECURITY CLEARANCE, PASSPORTS, AND ITINERARIES

A Security Clearance. Submit requests for security clearance, when required, as prescribed in AMS Instruction 364-1, Personnel Security Program. Security clearance is required for:

1 Employees and non-Government persons who are nominated to attend international meetings when they are to serve as delegates accredited by the Department of State, whether the meeting is held in the United States or elsewhere. Security clearance is not required for attendance at an international meeting held in the United States or Canada when the individual is not serving as a delegate accredited by the Department of State.

2 Employees and non-Government persons accredited to the Department who attend common-interest meetings held in Mexico. Clearance is not required for attendance at common-interest meetings held in Canada.

3 Employees and non-Government persons accredited to the Department who attend meetings held in other countries, except Canada.

B Passports. All persons traveling outside the United States on official business must obtain official passports and official visas (when required), except when the travel is to Canada or for stays of 29 days or less in Mexico. Instructions for obtaining passports are contained in AMS Instruction 463-1, Foreign Travel.

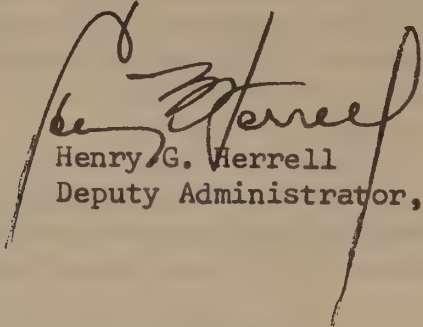
C Itineraries. FAS must be notified of proposed itineraries in a separate memorandum. Instructions for preparing and transmitting itineraries are contained in AMS Instruction 463-1.

IX TRAVEL AUTHORIZATIONS

Travel to attend meetings held in the United States, its territories and possessions, and Canada and Mexico shall be authorized under AMS Instruction 106-2. Travel to attend meetings held in other countries shall be authorized on Form AD-202, Travel Authorization. That form shall be forwarded through the BF Division to the Deputy Administrator, Management, for approval.

X FILES OF APPROVALS

Divisions shall maintain, by calendar year, files of approvals (AD-179's) to attend national, regional, and Statewide meetings. Such files are necessary to provide information on attendance at these meetings as may be required of AMS by the Department.



Henry G. Herrell
Deputy Administrator, Management

Attachments

Representative Work Conferences^{1/}

General.

Meetings with Experiment Stations in connection with work programs of the Department at which accomplishments are reviewed and future activities planned.

Meetings called by Extension Services to discuss problems of mutual interest.

Meetings called by Federal, State, or private agencies to discuss work programs, disseminate information, and develop data for the benefit of AMS programs.

Meetings with cooperators to discuss responsibilities, plan activities, etc.

Workshops conducted by State Departments of Agriculture.

Workshops sponsored by AMS and Land Grant Colleges.

Meetings with members of committees of trade associations to discuss technical phases of program work.

Meetings with marketing agreement and order committees.

Defense meetings and conferences called by the Office of Civil Defense, State civil defense, and similar organizations when attended by AMS personnel as part of their assigned defense duties.

Specific Examples.

Cotton Division:

Meetings with spot market quotations committees, appointed by Cotton Exchanges, to assist in developing accurate price quotations.

Meetings held with members of the Cotton Exchanges at their request to discuss problems in connection with the United States Cotton Futures Legislation.

^{1/} This list is not intended to be inclusive, but is given to illustrate the types of meetings which are considered to be work conferences.

AMS INSTRUCTION 112-1
EXHIBIT A

Dairy Division:

Meetings with trade associations to discuss proposed changes in the United States Standards for grades of dairy products and to answer questions regarding application of the standards.

Meetings called by educational and research institutions to apply the United States Standards for grades to experimental lots of dairy products.

Meetings of members of Dairy Technology Societies to disseminate information on dairy products grading programs or to acquire new information with respect to dairy technology.

Food Distribution Division:

Meetings with National School Lunch Advisory Groups.

Fruit and Vegetable Division:

Meetings with potato growers' associations to discuss acreage-marketing guides issued by the division.

Grain Division:

Meetings called by Extension Service, at which a representative of the division conducts a grain grading school, demonstrates, grades, and discusses grading procedures.

Meetings called by a State, where personnel from all seed laboratories in an area are invited to attend to obtain data to assist seed analysts in determining the quality of peanut seed supplies and to demonstrate germination procedures in determining seed quality.

Livestock Division:

Meetings attended by meat-grading supervisors who may discuss official USDA grade standards and methods of meat grading to groups of dieticians and stewards of State, city, and municipality institutions.

Milk Marketing Orders Division:

Meetings with milk handlers or cooperative associations to explain the Federal order program. Includes meetings to discuss proposed amendments to existing orders and proposed new orders.

Meetings with industry committees established in certain Federal order markets.

Meetings with State Milk Control officials.

Meetings with Boards of Directors of cooperatives with respect to cooperative qualification.

Packers and Stockyards Division.

Meetings of personnel performing regulatory work with officials of stockyard companies and livestock exchanges to discuss problems in connection with the Packers and Stockyards Act.

Tobacco Division:

Meetings with tobacco growers cooperative associations, trade associations, and others interested in tobacco programs to discuss quotas, acreage allotments, production estimates, supply and demand, etc.

Preparation of AD-179, Request To Attend Meeting

Enter "Agricultural Marketing Service" and the name of the division.

Follow instructions on reverse of the form for completing these blocks when the meeting is international or is held in a foreign country.

Complete only when (a) attendance at an international meeting or a meeting held outside the United States is involved, or (b) a portion or all of the expenses are to be paid from funds other than those available for expenditure by the Department (i.e., other Departments or non-Federal sources). When such contributions are involved, include in the explanation the source of the contribution, the expenses covered, and the manner of payment (i.e., advance or reimbursement to AMS, cash contribution to employee, or transportation tickets and subsistence expenses in kind to employee).

See instructions on reverse of form on how to complete this block.

AD-179
(12-62)

REQUEST TO ATTEND MEETING

(See reverse side for instructions)

PAGE 1 OF 1 PAGES)

(1) REQUESTING AGENCY Agricultural Marketing Service
Fruit and Vegetable Division

(2) PLACE OF MEETING
Yakima, Washington

(3) TITLE OF MEETING AND SPONSORING ORGANIZATION Nat. Pot. Utilization Conf., United Fr. Fr. & Veg. Assn., U. S. Dept. Agric., Wash. State Dept. Agri., Wash. State Univ., Wash. State Pot. Commission

(4) OPENING DATE July 20, 1964 (5) CLOSING DATE July 22, 1964 (6) TRAVEL TO BEGIN July 19, 1964 (7) TRAVEL TO END July 24, 1964

(8) KIND OF MEETING (SPECIFY WHETHER INTERNATIONAL, FOREIGN, COMMON INTEREST, NATIONAL, REGIONAL, STATEWIDE)
National

(9) IF "INTERNATIONAL" OR "FOREIGN", LIST OTHER COUNTRIES TO BE VISITED ON OFFICIAL TIME

(10) PURPOSE OF MEETING To discuss technological and related progress in utilization of potatoes, particularly potato processing, in the United States.

(11) NAMES AND TITLES OF PROPOSED PARTICIPANTS	HEADQUARTERS	ESTIMATED TRAVEL EXPENSES		
		TRANSPORTATION	PER DIEM	TOTAL
John J. Doe, Asst. Chief Vegetable Branch	Washington, D. C.	\$300	\$70	\$370
Carl A. Brown, Mktg. Field Office	Portland, Oreg.	21	50	71
Allen B. Jones, Processed Prod. Stand. & Insp. Branch	Yakima, Wash.	-----	None-----	-----

(12) JUSTIFICATION STATEMENT The conference brings representatives of all facets of the potato industry together with Department representatives to consider utilization trends, economic and technological progress, and problems associated with the trends. Subjects to be discussed relate to a number of programs and activities of the Fruit and Vegetable Division.

(13) FINANCIAL ARRANGEMENTS

U.S.D.A. FUNDS		OTHER FUNDS	
APPROPRIATION SYMBOLS	AMOUNT	EXPLANATION	AMOUNT

(14) APPROVALS

DATE	✓	SIGNATURE	DATE	✓	SIGNATURE
		AGENCY USE			AGENCY HEAD
		Director, Fruit & Veg. Div.			
		AGENCY USE			*FOREIGN AGRICULTURAL SERVICE
		Deputy Administrator, Mgmt.			
		AGENCY USE			*GROUP HEAD (ASSISTANT SECRETARY)

*Applicable only when meeting is "Foreign" or "International" (See instructions, Block 14)

Obtaining Approval to Attend Meetings

Type of Meeting	Form of Request	Who Approves	Send Request To	No. 1/ of Copies	Disposition of Signed Copies	
					Adm. Officer	Office Where Request Is Signed Employee
A Meetings Held in U. S., except International						
	National	AD-179	Administrator; Associate Administrator; or Deputy Administrator, Management	2	1	1
	Regional	AD-179	Division Director, deputy director, or other official to whom authority is specifically redelegated in Exh. C to AMS Inst. 106-2	2	1	1
	Statewide	AD-179	Division Director, deputy director, or other official to whom authority is specifically redelegated in Exh. C. to AMS Inst. 106-2	3	1	1
Local						
		Memo. 2/	Branch chiefs, officers in charge of field offices at first organizational level below Division Director, or other officials to whom authority is specifically redelegated in Exh. C to AMS Inst. 106-2	2	--	1
B International and Meetings Held in Other Countries						
		AD-179	Assistant Secretary	33/	1	1
C Common-Interest Meetings						
		AD-179	Administrator; Associate Administrator; or Deputy Administrator, Management	2	1	1

1/ The number of copies may vary depending upon administrative need. The number shown represents the minimum number required. In all cases prepare a copy for each employee attending the meeting.

2/ Approval to attend local meetings may be oral if desired.

3/ One copy is retained by the Foreign Agricultural Service.

November 2, 1964

In processing revised Page 7 to AMS Instruction 112-1, a small section was inadvertently left out. Please substitute the attached for Page 7 transmitted by AMS Notice 1685.

Procedures Branch
Administrative Services Division, AMS
Washington, D. C. 20250

DISTRIBUTION: A,M,O,S

Attendance at statewide meetings may also be redelegated to branch chiefs and to officers in charge of field offices at the first organizational level below the Division Director provided that (a) the meetings are held within the respective jurisdictional areas of the official who will approve; and (b) a copy of the authorization for attendance (AD-179, Request to Attend Meeting) for each meeting is sent to the division's administrative officer for reporting purposes. Redelegation to these officials shall be a specific redelegation in the division's Exhibit C to AMS Instruction 106-2.

- *-(3) In specific instances where the Division Director determines that the interests of the program will be better served, the authority to approve attendance at Statewide meetings may be redelegated to a level below the first field organizational level, subject to the provisions in (2) (a) and (b) above. The redelegation shall be a specific redelegation in the division's Exhibit C to AMS Instruction 106-2..*

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e Local Meetings.

(1) Branch chiefs and officers in charge of field offices at the first organizational level below the Division Director are authorized to approve attendance at local (i.e., not Statewide, regional, or national in nature) meetings held within their respective jurisdictional areas. This authority may be redelegated as indicated in (2) below.

(VI A 2)

d Statewide Meetings.

(1) Division Directors, deputy directors (or other officials with comparable authority to the deputy director and as specifically redelegated in the division's Exhibit C to AMS Instruction 106-2 are authorized to approve attendance at Statewide meetings.

(2) Authority to approve attendance at Statewide meetings may also be redelegated to branch chiefs and to officers in charge of field offices at the first organizational level below the Division Director provided that (a) the meetings are held within the respective jurisdictional areas of the official who will approve; and (b) a copy of the authorization for attendance (AD-179, Request to Attend Meeting) for each meeting is sent to the division's administrative officer for reporting purposes. Redelegation to these officials shall be a specific redelegation in the division's Exhibit C to AMS Instruction 106-2.

(3) In specific instances where the Division Director determines that the interests of the program will be better served, the authority to approve attendance at Statewide meetings may be redelegated to a level below the first field organizational level, subject to the provisions in (2) (a) and (b) above. The redelegation shall be a specific redelegation in the division's Exhibit C to AMS Instruction 106-2..

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(1) Branch chiefs and officers in charge of field offices at the first organizational level below the Division Director are authorized to approve attendance at local (i.e., not Statewide, regional, or national in nature) meetings held within their respective jurisdictional areas. This authority may be redelegated as indicated in (2) below.

(VI A 2 e)

(2) The authority to approve attendance at local meetings may be redelegated to section heads or heads of field offices (supervisory official at each activity level) where the meetings are held at official headquarters or within the immediate work area. The redelegation should be made as a specific redelegation in the division's Exhibit C to AMS Instruction 106-2.

B Approval Above AMS Level. The Deputy Administrator, Management, is authorized to endorse requests for attendance at the following meetings which require approval of the Assistant Secretary.

1 International meetings, regardless of where held.

2 Meetings held in other countries, as defined in Section III D.

VII OBTAINING APPROVAL TO ATTEND MEETING

A Request To Attend Meeting.

1 Use Form AD-179, Request To Attend Meeting, to obtain approval for attendance at international, national, regional, Statewide and common-interest meetings. Exhibit B, attached, illustrates the preparation of AD-179. If space provided on the form is insufficient for all required information, attach continuation sheets.

2 A memorandum may be used to obtain approval for attendance at a local meeting. (Approval may be oral.) When a memorandum is used, include the same information as required on AD-179.

3 Exhibit C is a chart summarizing the procedure for obtaining approval to attend a meeting, including the number and disposition of copies of AD-179 or memorandum request.

B Financial Arrangements. For requirements concerning the acceptance of contributions from non-Federal sources, see AMS Instruction 460-4, Acceptance of Contributions From Non-Federal Sources for Travel Expenses.

Representative Work Conferences^{1/}

General.

Meetings called by Extension Services to discuss problems of mutual interest.

Meetings called by Federal, State, or private agencies to discuss work programs, disseminate information, and develop data for the benefit of C&MS programs.

Meetings with cooperators to discuss responsibilities, plan activities, etc.

Meetings with members of committees of trade associations to discuss technical phases of program work.

Meetings with marketing agreement and order committees.

Defense meetings and conferences called by the Office of Civil Defense, State civil defense, and similar organizations when attended by C&MS personnel as part of their assigned defense duties.

Specific Examples.

Consumer Food Programs.

Meetings with producer group representatives or trade associations for the purpose of planning special merchandising and promotional programs on specific commodities.

Meetings with producers, processors, and trade and allied groups to further progress on special merchandising drives.

Meetings with State marketing officials on furthering the Plentiful Foods Program generally and in developing specific commodity effort.

Requested participation at regional or State School Lunch workshops.

^{1/} This list is not intended to be inclusive, but is given to illustrate the types of meetings which are considered to be work conferences.

Consumer Food Programs - Con.

Meetings with the Governor's coordinator on Office of Economic Opportunity.

Annual Federal-State National or Area Conferences of School Lunch and Direct Distribution personnel.

Federal or State sponsored School Lunch workshops.

Meetings with the Chief State Educational Officers.

Meetings with National School Lunch Advisory Groups.

Cotton Division:

Meetings with spot market quotations committees, appointed by Cotton Exchanges, to assist in developing accurate price quotations.

Meetings held with members of the Cotton Exchanges at their request to discuss problems in connection with the United States Cotton Futures Legislation.

Dairy Division:

Meetings with trade associations to discuss proposed changes in the United States Standards for grades of dairy products and to answer questions regarding application of the standards.

Meetings called by educational and research institutions to apply the United States Standards for grades to experimental lots of dairy products.

Meetings of members of Dairy Technology Societies to disseminate information on dairy products grading programs or to acquire new information with respect to dairy technology.

Meetings with milk handlers or cooperative associations to explain the Federal order program. Includes meetings to discuss proposed amendments to existing orders and proposed new orders.

Meetings with industry committees established in certain Federal order markets.

Dairy Division - Con.

Meetings with State Milk Control officials.

Meetings with Boards of Directors of cooperatives with respect to cooperative qualification.

Fruit and Vegetable Division:

Meetings with potato growers' associations to discuss acreage-marketing guides issued by the Division.

Grain Division:

Meetings called by Extension Service, at which a representative of the Division conducts a grain grading school, demonstrates, grades, and discusses grading procedures.

Meetings called by a State, where personnel from all seed laboratories in an area are invited to attend to obtain data to assist seed analysts in determining the quality of peanut seed supplies and to demonstrate germination procedures in determining seed quality.

Livestock Division:

Meetings attended by meat-grading supervisors who may discuss official USDA grade standards and methods of meat grading to groups of dieticians and stewards of State, city, and municipality institutions.

Meat Inspection Division:

Conferences held by Veterinary Colleges and attended by Meat Inspection personnel and practitioners for the purpose of discussing Meat Inspection problems which must be resolved by cooperation between the Division, the Colleges, and the Veterinary practitioners.

State Collaborator conferences at which mutual problems of the Federal and State Meat Inspection programs are resolved.

Meetings with the meat industry and related industry groups for the purpose of clarifying Meat Inspection policy and regulations.

Meat Inspection Division - Con.

Meetings with packer organizations to formulate policies in keeping with both the needs of the packer and the responsibility of the Division.

Packers and Stockyards Division:

Meetings of personnel performing regulatory work with officials of stockyard companies and livestock exchanges to discuss problems in connection with the Packers and Stockyards Act.

Tobacco Division:

Meetings with tobacco growers cooperative associations, trade associations, and others interested in tobacco programs to discuss quotas, acreage allotments, production estimates, supply and demand, etc.

(VI A 2)

d Statewide Meetings.

(1) Division Directors, deputy directors (or other officials with comparable authority to the deputy director and as specifically redelegated in the division's Exhibit C to AMS Instruction 106-2 are authorized to approve attendance at Statewide meetings.

(2) Authority to approve attendance at Statewide meetings may also be redelegated to branch chiefs and to officers in charge of field offices at the first organizational level below the Division Director provided that (a) the meetings are held within the respective jurisdictional areas of the official who will approve; and (b) a copy of the authorization for attendance (AD-179, Request to Attend Meeting) for each meeting is sent to the division's administrative officer for reporting purposes. Redelegation to these officials shall be a specific redelegation in the division's Exhibit C to AMS Instruction 106-2.

(3) In specific instances where the Division Director determines that the interests of the program will be better served, the authority to approve attendance at Statewide meetings may be redelegated to a level below the first field organizational level, subject to the provisions in (2) (a) and (b) above. The redelegation shall be a specific redelegation in the division's Exhibit C to AMS Instruction 106-2.

e Local Meetings.

(1) Branch chiefs and officers in charge of field offices at the first organizational level below the Division Director are authorized to approve attendance at local (i.e., not Statewide, regional, or national in nature) meetings held within their respective jurisdictional areas. This authority may be redelegated as indicated in (2) below.

IV USE OF CALENDAR OF PLANNED MEETINGS

The Office of the Deputy Administrator, Management, shall (1) maintain a consolidated AMS-wide calendar of the planned meetings, and (2) reproduce this calendar and distribute it monthly (for the period beginning a month later) to division directors and other members of the staff. It is suggested that in the planning of travel schedules this calendar be referred to for meetings where subject matter under discussion may have relevance to your work. During the regular course of travel, or for meetings here in Washington, members of the staff or division directors may want to arrange to sit in (or have someone from the division sit in) at least briefly on "nonexecutive" sessions. This will enable us to profit by experience and ideas that have applicability across divisional lines.

A handwritten signature in dark ink, appearing to read "S. R. Smith". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

S. R. Smith
Administrator

ACTION BY: Division Directors

Reports of Plans for National or Area Meetings

I PURPOSE

This Instruction requests reports, on a continuing basis, of plans divisions may develop for national or area meetings, whether to be held in Washington or in the field, with key field personnel.

II USE TO BE MADE OF REPORTS

A Reports of planned meetings will aid the Administrator and his staff in planning their work and travel schedules. The plans will be announced at staff meetings so that the Administrator, members of his staff, or Division Directors may arrange, if desired, to attend sessions (during the regular course of travel or for meetings held in Washington) in which subjects that are relevant to their work are discussed.

B The Office of the Secretary has asked to be informed on meetings of field personnel to be held in Washington so that representatives of that Office might arrange to attend and brief participants, as appropriate, on Department objectives and programs.

III REPORTING REQUIREMENTS

A When To Report. Report plans for meetings as soon as it is known that a meeting will be held. This is particularly important for meetings to be held in Washington so that if the Office of the Secretary is to be represented, an item may be included on the agenda.

B Form of Report and Submission. Report in memorandum form as follows:

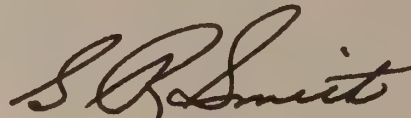
(III B)

1 For meetings to be held in Washington, address the memorandum to the Administrative Assistant Secretary for signature by the Deputy Administrator, Management. (The Office of the Deputy Administrator, Management, will obtain necessary information from the memorandum for internal reporting purposes.)

2 For meetings to be held in the field, address the memorandum to the Deputy Administrator, Management.

C Content of Report. The report shall contain:

- 1 The time, place, and duration of each meeting;
- 2 A brief explanation of the purpose of the meeting (i.e., annual conference, training meeting, etc.);
- 3 The group to attend (i.e., area supervisors, officers in charge, laboratory heads, etc.); and
- 4 The name of the person in the division having most information about the detailed plans of the agenda, arrangements, etc.



S. R. Smith
Administrator

ACTION BY: Division Directors

Reports of Plans for National or Area Meetings

I PURPOSE

This Instruction requests reports, on a continuing basis, of plans divisions may develop for national or area meetings, whether to be held in Washington or in the field, with key field personnel.

II USE TO BE MADE OF REPORTS

A Reports of planned meetings will aid the Administrator and his staff in planning their work and travel schedules. The plans will be announced at staff meetings so that the Administrator, members of his staff, or Division Directors may arrange, if desired, to attend sessions (during the regular course of travel or for meetings held in Washington) in which subjects that are relevant to their work are discussed.

B The Office of the Secretary has asked to be informed on certain meetings of field personnel to be held in Washington so that representatives of that Office might arrange to attend and brief participants, as appropriate, on Department objectives and programs.

III REPORTING REQUIREMENTS

A When To Report. Report plans for meetings as soon as it is known that a meeting will be held. This is particularly important for meetings to be held in Washington so that if the Office of the Secretary is to be represented, an item may be included on the agenda.

B Form of Report. *-Report plans for meetings, whether to be held in Washington or in the field, by memorandum to the Deputy

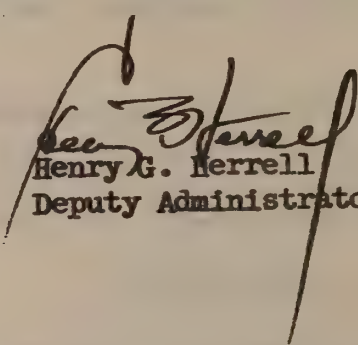
*
*

(III B)

* Administrator, Management. He will inform the Assistant Secretary for
* Administration of plans for meetings of field personnel that might be
* of interest to the Office of the Secretary.--*

C Content of Report. The report shall contain:

- 1 The time, place, and duration of each meeting;
- 2 A brief explanation of the purpose of the meeting
(i.e., annual conference, training meeting, etc.);
- 3 The group to attend (i.e., area supervisors, officers
in charge, laboratory heads, etc.); and
- 4 The name of the person in the division having most
information about the detailed plans of the agenda, arrangements,
etc.


Henry G. Herrell

Deputy Administrator, Management

ACTION BY: All Divisions and Offices

Civil Rights Aspect of Attendance at Meetings

I PURPOSE

This Instruction sets forth (1) Government policy on participation by Federal officials in segregated meetings (i.e., conference, convention, etc.), and (2) requirements in AMS for the implementation of this policy. (See AMS Instruction 112-1, Attendance at Meetings Outside the Department, for requirements on obtaining approval to attend a meeting.)

II GENERAL

Legislation has been enacted which is designed to secure equal treatment and equal opportunity for all Americans and to assure that no Federal program operates to encourage or support racial segregation. Accordingly, Government public information programs, educational activities, and services of a like nature should be available to all persons on an equal basis.

III POLICY

The policy of the Federal Government is not to sponsor, support, or financially assist, directly or indirectly, any meeting held under circumstances where participants are segregated or treated unequally because of race. Acceptance of speaking engagements and participation in meetings must be consistent with this policy.

IV EXCEPTION

If the Federal civil rights program would be better served by permitting an exception to the policy stated above in a particular case, a waiver must be obtained from the appropriate member of the Secretary's

(IV)

Office. This must be done before making any commitment for participation. In AMS, any question or inquiry concerning this exception shall be directed to the Personnel Division.

V IMPLEMENTATION IN AMS

A Requirements.

1 AMS officials shall not take part in meetings or speak before groups where any racial group has been segregated or excluded from the meetings, from its facilities, or from membership in the group.

2 It must be assured that segregation will not be practiced before an invitation to take part or speak is accepted and before approval to attend is granted. If necessary, a specific inquiry to be made only by personnel offices shall be directed to the group sponsoring the meeting, or the facility where the meeting is to be held.

3 Personnel offices shall avoid multiple inquiries to the same group. Once it is determined that a sponsoring group does not practice discrimination, no further inquiry need be made.

B Determining Practices.

1 For Local, State, or Regional Meetings. Approving officials shall consult with the personnel office where it is not definitely known (or has not previously been determined) that segregation does not exist. Personnel offices shall refer cases that cannot be resolved locally to the Personnel Division.

2 For National and Other Meetings Requiring Approval in the Office of the Administrator. The requesting office shall ascertain (through the Personnel Division) whether segregation is practiced before approval to attend is requested.

(V)

C Participation Where Practices Are Modified. If the inviting group expresses a willingness to modify its practices for the occasion, AMS may then cooperate. In such case -

1 For local, State, or regional meetings, the approving official shall record the circumstances.

2 For national meetings, the requesting office shall record the circumstances and send a copy with the request for approval to attend the meeting.



S. R. Smith
Administrator

ACTION BY: AMS Personnel Working With Advisory Committees

AMS Procedures and Assignments of Responsibility With
Advisory Committees Established Under the
Research and Marketing Act of 1946

I PURPOSE

The purpose of this Instruction is to establish procedures and assign responsibilities within AMS in connection with advisory committees established by the U. S. Department of Agriculture under Title III of the Research and Marketing Act of 1946. Exhibit A, attached, is a current list of titles of advisory committees, which AMS personnel will work with pursuant to the Secretary's Memorandum of August 25, 1954, on Advisory Committees.

II ADMINISTRATION OF ADVISORY COMMITTEES

General responsibility for the administration of advisory committees established pursuant to Title III of the Research and Marketing Act of 1946 is assigned to the Agricultural Research Service. Administrative memoranda of that Agency, Nos. 107-2 and 107-3 (copies of which have been distributed to AMS personnel working with advisory committees), set forth the functions of these committees and establish an advisory committee secretariat in the Office of the Administrator, ARS, members of which will serve as executive secretaries of advisory committees.

III AMS RESPONSIBILITIES AND PROCEDURES

A Deputy Administrators. Responsibility for supervision of advisory committee relationships in AMS is assigned to the Deputy Administrators as regards their respective areas of program responsibility. They will:

1 Approve appointments of working group representatives within AMS from their respective divisions and branches (see Section III B 1 below) and jointly appoint an AMS key representative for each working group.

2 Jointly arrange a series of meetings with division directors, branch chiefs, and working group representatives for review of AMS programs in the fields of the advisory committees and determination of items to be

(III A 2)

included in progress reports or proposed for committee consideration. The Administrator will be informed of this schedule in order that he may attend when possible.

3 As may be arranged from time to time through the key representatives and executive secretaries, meet with advisory committees for presentation and discussion of AMS programs of special importance.

4 Jointly arrange a series of meetings with division directors, branch chiefs, and branch representatives for review of recommendations of the advisory committees and determination of actions to be taken in response to these recommendations. The Administrator will be informed of this schedule in order that he may attend where possible.

5 Prepare for recommendation by the Administrator names of individuals to fill vacancies on advisory committees.

B Division Directors and Branch Chiefs. Division directors and branch chiefs have specific responsibility for relations with advisory committees as regards their respective areas of program responsibility. They will:

1 Appoint representatives (and alternates) of their divisions or branches on appropriate working groups, subject to approval of the appropriate Deputy Administrator. The Marketing Research Division will appoint branch representatives; all other program divisions will appoint division representatives.

2 Review their programs and recommend, in the meetings arranged by the Deputy Administrators (Section III A 2 above), items to be included in progress reports or proposed for committee consideration, and arrange for the preparation, branch and division clearance, and submission to the working group representatives, of items decided upon for inclusion.

3 As may be arranged from time to time through the key representatives and executive secretaries, meet with advisory committees for discussion of particularly important aspects of division or branch programs.

4 Review the recommendations of the advisory committees with the working group representatives; recommend, in the meetings arranged by the Deputy Administrators (Section III A 4 above), actions to be taken in response to these recommendations; and undertake such program adjustments as may be needed to carry out the actions decided upon.

(III)

C Representatives on Department Working Groups. Representatives will participate in all activities of their working groups. In so doing they act on behalf of the division or branch as a whole and are directly responsible to the division director or branch chief. In performing this function they will need to develop broad familiarity with problems affecting the industry represented by the advisory committee and with the facilities of the division or branch for contributing to the solution of these problems. They should, in general, be alert to opportunities for effective liaison on behalf of the division or branch and the Department as a whole with their advisory committees.

Specific duties of the representative are to:

- 1 Assemble and review division or branch materials prepared for progress reports and proposals for committee consideration, and transmit them to the executive secretary via the AMS key representative, with a copy to the appropriate Deputy Administrator;

- 2 Assist the key representative and the executive secretary in arranging for oral presentations in committee meetings relating to programs of the division or branch. Such presentations may be made by the representative or by other staff members as is most appropriate in the specific instance;

- 3 Review advisory committee recommendations and bring the implications of them for the program of the division or branch to the attention of the division director or branch chief;

- 4 Serve generally as channel of communication for the division or branch with the committee, via the executive secretary, for such purposes as sending research publications or other reports to the committee, or seeking an interim reaction to proposed revisions of programs;

- 5 Cooperate with his alternate to assure that the latter shall be prepared to fulfill effectively the duties of the representative whenever necessary. This will best be accomplished if the representative seeks the assistance of his alternate in the conduct of his specific duties and arranges participation by his alternate in working group meetings where appropriate.

D Alternates. The alternate representative will be prepared to substitute for the representative whenever necessary in participation in the working group and in carrying on the specific duties of the representatives. He shall work

(III D)

closely with the representative, assisting him in carrying on his specific duties, and participate where appropriate in working group activities.

E Key Representatives. The AMS key representative has a general coordinative responsibility for AMS participation in the working group and relationships with the advisory committee. In carrying out this responsibility he will need to become particularly familiar with the membership and mode of operation of his advisory committee and with the marketing problems of the industry that it represents. He will likewise need to familiarize himself generally with AMS work in the field of his committee, with the relationships of this work to that of other agencies of the Department, and with organizational units and persons responsible for conducting this work, in order to exercise judgment on the most effective presentation of AMS programs to the committee and on sources of information needed to answer adequately questions raised by the committee.

In carrying out this responsibility he is responsible directly to the Deputy Administrators. Division directors and branch chiefs will free key representatives from divisional and branch assignments to the extent necessary to enable them to carry out their responsibilities effectively.

Specific duties of the key representative are to:

- 1 Assemble and review materials prepared for progress reports and proposals for committee consideration submitted to him by division and branch representatives, and work with the executive secretary on the handling of such materials in preparing the report to the advisory committee. The key representative should exercise judgment regarding the need for bringing special problems that arise in connection with the preparation of this report to the attention of the Deputy Administrators or division directors.

- 2 Work with the executive secretary in planning the agenda for the advisory committee meeting, scheduling attendance by AMS representatives, and arranging for the most effective presentations of AMS programs.

- 3 Attend all sessions of the advisory committee at which matters pertaining to AMS are discussed including, wherever permissible, executive sessions, and be responsible for assuring that questions relating to AMS programs are answered, misunderstandings are overcome, and correct information is made available to the advisory committee.

- 4 Assist the executive secretary in preparation of the committee report as it relates to marketing research and service.

(III E)

5 Consult with division and branch representatives on implications of committee recommendations for programs of their branches, and exercise judgment regarding the need for bringing committee actions of particular importance to the special attention of the Deputy Administrators or division directors.

O. V. Wells

O. V. Wells, Administrator

Attachment

ADVISORY COMMITTEES ESTABLISHED UNDER TITLE III OF THE RESEARCH AND
MARKETING ACT, UNITED STATES DEPARTMENT OF AGRICULTURE

Over-All Committee

Agricultural Research Policy Committee

Commodity and Functional Committees

Citrus Fruit Research and Marketing Advisory Committee
Cold Storage Research Advisory Committee
Cotton and Cottonseed Research and Marketing Advisory Committee
Dairy Research and Marketing Advisory Committee
Deciduous Fruit and Tree Nut Research and Marketing Advisory Committee
Dry Beans and Peas Research and Marketing Advisory Committee
Feed and Forage Research and Marketing Advisory Committee
Food and Nutrition Research Advisory Committee
Forest Research Advisory Committee
Grain Research and Marketing Advisory Committee
Livestock Research and Marketing Advisory Committee
Oilseeds and Peanut Research and Marketing Advisory Committee
Potato Research and Marketing Advisory Committee
Poultry Research and Marketing Advisory Committee
Production Economics Research Advisory Committee
Rice Research and Marketing Advisory Committee
Seed Research and Marketing Advisory Committee
Soils, Water and Fertilizer Research Advisory Committee
Sugar Research and Marketing Advisory Committee
Tobacco Research and Marketing Advisory Committee
Transportation Research Advisory Committee
Vegetable Research and Marketing Advisory Committee
Wool Research and Marketing Advisory Committee

"Ad Hoc" Advisory Committees

Farm and Home and Structures Equipment Research Advisory Committee
Food Distribution Research and Marketing Advisory Committee

State Agency Committees

Extension Committee on Marketing
Experiment Stations Marketing Research Advisory Committee
Advisory Committee on Cooperative Work under the Research and Marketing
Act with State Departments of Agriculture

ACTION BY: AMS Personnel Working With RMA Advisory Committees

Advisory Committees Established Under the
Research and Marketing Act of 1946

I PURPOSE

The purpose of this Instruction is to assign responsibilities and prescribe procedures within AMS in connection with advisory committees established by the U. S. Department of Agriculture under the Research and Marketing Act of 1946. Exhibit A, attached, is a list of titles of advisory committees established under this authority with which AMS personnel will work.

II CANCELLATION

This Instruction supersedes AMS Instruction No. 113-1, dated October 12, 1954. Specific parts revised are not indicated because of the general nature of the revision.

III ADMINISTRATION OF RMA ADVISORY COMMITTEES

As stated in the Research and Marketing Act of 1946, the responsibility of advisory committees established pursuant to this Act is "to make recommendations relative to research and service work authorized by this Act and to assist in obtaining the cooperation of producers, farm organizations, industry groups, and Federal and State agencies in the furtherance of such research and service programs." These committees may be either commodity or functional, depending upon the work or program involved. Members are appointed by the Secretary and include representatives from producers, processors and distributors, and State Experiment Stations and Extension Services.

A Department.

1 General Administration. Responsibility for the general administration of RMA advisory committees is assigned to the Agricultural

(III A 1)

Research Service (ARS). An RMA advisory committee secretariat is established in the Office of the Administrator, ARS, members of which serve as executive secretaries of RMA advisory committees.

2 Department Working Groups. Department working groups are composed of representatives of the divisions or branches of the Services concerned with work in the areas covered by RMA advisory committees. There is a Department working group for each commodity or functional RMA advisory committee. The executive secretary of the RMA advisory committee also serves as chairman of the related Department working group.

B Agricultural Marketing Service. AMS working groups are composed of one representative from each AMS division 1/(or branch) working with RMA advisory committees. The Marketing Research Division has branch representatives; all other divisions have division representatives. These representatives are also members of appropriate Department working groups. Each AMS working group has a key representative. Key and working group representatives are appointed on an annual basis unless Deputy Administrators determine otherwise.

IV GENERAL RESPONSIBILITIES

A Deputy Administrators. Responsibility for supervision of RMA advisory committee relationships in AMS is assigned to the Deputy Administrators for their respective areas of program responsibility. Such officials shall:

1 Recommend names of persons to fill vacancies on RMA advisory committees. (In making such recommendations, send two copies of a biographical sketch covering the qualifications of each person recommended and indicating the vacancy for which he is recommended to the Assistant to the Administrator for Advisory Committee Operations, ARS. Recommendations may be made at any time.)

2 Approve appointments of working group representatives (and alternates) within AMS from their respective divisions and branches and jointly appoint an AMS key representative for each working group.

1/ The Office of Liaison, Matched Fund Program, State Departments of Agriculture, also works with RMA advisory committees. The term "division" as used in this Instruction includes that Office.

(IV)

B Division Directors and Branch Chiefs.^{2/} Division directors and branch chiefs have specific responsibility for relations with RMA advisory committees for their respective areas of program responsibility. They shall:

1 Suggest, for joint recommendation by the Deputy Administrators, names of persons to fill vacancies on RMA advisory committees. (In making such suggestions, send three copies of the biographical sketch referred to in Sec. IV A 1 above to the appropriate Deputy Administrator.)

2 Appoint representatives (and alternates) for their divisions or branches on appropriate working groups (subject to approval of the appropriate Deputy Administrator).

C Key Representatives.

1 Key representatives have a general coordinative responsibility for AMS participation in working groups and relationships with RMA advisory committees. They are responsible directly to the Deputy Administrators. Division directors and branch chiefs shall free key representatives from divisional and branch assignments to the extent necessary to enable them to carry out their responsibilities effectively.

2 In carrying out their responsibilities, key representatives will need to become particularly familiar with the membership and mode of operation of their respective RMA advisory committees and with the marketing problems of the commodity or function that the committees represent. They will need to become generally familiar with (a) AMS work in the fields of the committees, (b) the relationships of the work to that of other agencies of the Department, and (c) organizational units and persons responsible for conducting the work, in order to exercise judgment on the most effective presentation of AMS programs to the committees and on sources of information needed to answer adequately questions raised by the committees. Specifically they shall:

a Work with the executive secretary in planning the agenda for RMA advisory committee meetings, scheduling attendance by AMS representatives, and arranging for the most effective presentation of AMS programs.

^{2/} The term "branch chief" as used in this Instruction refers to branch chiefs of the Marketing Research Division.

(IV C 2)

b Attend all sessions of the RMA advisory committee at which matters pertaining to AMS are discussed and be responsible for assuring that questions relating to AMS programs are answered, misunderstandings are overcome, and correct information is made available to the RMA advisory committee.

c Assist the executive secretary in preparation of the committee report as it relates to marketing research and service.

d Consult with division and branch representatives on implications of committee recommendations for programs of their branches, and exercise judgment regarding the need for bringing committee actions of particular importance to the special attention of Deputy Administrators or division directors.

D Working Group Representatives.

1 Working group representatives shall participate in all activities of their working groups. In so doing they act on behalf of the division or branch as a whole and are directly responsible to the division director or branch chief.

2 In carrying out their responsibilities, working group representatives will need to develop broad familiarity with problems affecting the industry represented by the RMA advisory committee and with the facilities of their divisions or branches for contributing to the solution of these problems. They should, in general, be alert to opportunities for effective liaison on behalf of the division or branch and the Department as a whole with their RMA advisory committees. Specifically they shall:

a Assist the key representative and the executive secretary in arranging for oral presentations in RMA advisory committee meetings relating to programs of the division or branch. Such presentations may be made by the representative or by other staff members as is most appropriate in specific instances.

b Serve generally as channels of communication for their divisions or branches with RMA advisory committees, via the executive secretary, for such purposes as sending research publications or other reports to the committee, or seeking an interim reaction to proposed revisions of programs.

(IV D 2)

c Cooperate with their alternates to assure that the latter shall be prepared to fulfill effectively the duties of the working group representatives whenever necessary. This will best be accomplished if the representatives seek the assistance of their alternates in the conduct of their specific duties and arrange participation by the alternates in working group meetings where appropriate.

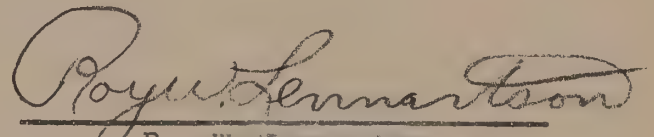
E Alternates. Alternate working group representatives shall work closely with the representatives, assisting them in carrying out their specific duties, and shall participate where appropriate in working group activities. They shall be prepared to substitute for the representatives whenever necessary.

V PROCEDURES FOR WORKING WITH RMA ADVISORY COMMITTEES

Exhibit B, attached, is a chart showing the order of occurrence of procedures to be followed in AMS by division directors, branch chiefs, and key and working group representatives in connection with RMA advisory committees. The chart shows the sequence of AMS and Department working group meetings before and after RMA advisory committee meetings.

VI PROGRESS REPORTS

The executive secretary of each RMA advisory committee prepares annually a progress report including proposals for committee consideration for the committee's respective commodity or function, and submits the report to the committee in advance of its meeting. This report is for administrative use in program development, coordination, and evaluation; and for RMA advisory committee use in formulating recommendations for adjustments in the Department's programs. Each division or branch working with RMA advisory committees shall prepare material for this report for its particular field of activity. Exhibit C, attached, contains information on the required format and content of this material.



Roy W. Lennartson
Acting Administrator

Attachments

Advisory Committees Established Under the Research and Marketing Act
United States Department of Agriculture

Overall Committee

Agricultural Research Policy Committee

Commodity and Functional Committees

Citrus and Subtropical Fruit Research and Marketing Advisory Committee
Cotton and Cottonseed Research and Marketing Advisory Committee
Dairy Research and Marketing Advisory Committee
Deciduous Fruit and Tree Nut Research and Marketing Advisory Committee
Farm and Home Equipment and Structures Research Advisory Committee
Feed and Forage Research and Marketing Advisory Committee
Food Distribution Research and Marketing Advisory Committee
Food and Nutrition Research Advisory Committee
Forest Research Advisory Committee
Grain Research and Marketing Advisory Committee
Home Economics Research Advisory Committee
Livestock Research and Marketing Advisory Committee
Oilseeds and Peanut Research and Marketing Advisory Committee
Potato Research and Marketing Advisory Committee
Poultry Research and Marketing Advisory Committee
Production Economics Research Advisory Committee
Refrigerated and Frozen Products Research Advisory Committee
Rice Research and Marketing Advisory Committee
Seed Research and Marketing Advisory Committee
Sheep and Wool Research and Marketing Advisory Committee
Soils, Water and Fertilizer Research Advisory Committee
Sugar Research and Marketing Advisory Committee
Tobacco Research and Marketing Advisory Committee
Transportation Research Advisory Committee
Vegetable Research and Marketing Advisory Committee

Departmental Advisory Committee

Packaging and Containers Research Advisory Committee

State Agency Committees

Extension Committee on Marketing
Experiment Stations Marketing Research Advisory Committee
Advisory Committee on Cooperative Work Under the Research and
Marketing Act with State Departments of Agriculture

Order of Occurrence of AMS Procedures in Working with RMA Advisory Committees

General Planning. Executive secretaries of RMA advisory committees concerned will meet with Marketing Research and Statistics divisions or branches and their working group representatives (including alternates), by division and branch, for general planning. Executive secretaries will notify Deputy Administrators of these meetings in order that they, or representative officials, may attend.

Review and Evaluation of AMS Programs, and Preparation of Material for Progress Reports. Marketing Services and Marketing Research and Statistics division directors and branch chiefs shall review their programs in order that they may recommend (a) items to be included in progress reports, and (b) proposals for RMA advisory committee consideration.

AMS Working Group Meetings. Deputy Administrators shall jointly arrange a series of meetings with working group representatives for each commodity or function represented by an RMA advisory committee to (a) review the proposals for consideration by the RMA advisory committee, (b) discuss relative priorities, and (c) resolve any problems relating to the presentation of AMS programs before the committee. Key representatives and all working group representatives (including alternates) should be present at their respective meetings. Division directors and branch chiefs should also attend when their programs are substantially involved. The Administrator shall be informed of the schedule for these meetings in order that he may attend when possible.

Division directors and branch chiefs shall arrange for the preparation, division or branch clearance, and submission to the working group representatives, of items to be included in progress reports and proposals for committee consideration.^{1/}

The working group representative shall review and assemble materials prepared by his division or branch for progress reports and as proposals for committee consideration, and shall send the assembled material to the key representative.^{1/}

The key representative shall review and assemble materials submitted to him by working group representatives and transmit the assembled material to the appropriate executive secretary.^{1/} He shall work with the executive secretary in coordinating material for the progress report and proposals for committee consideration, and shall exercise judgment regarding the need for bringing special problems that arise to the attention of the Deputy Administrator or the division director.

Department Working Group Meeting. Department working groups meet to (a) review the tentative draft of the portions of the progress report dealing with Proposals for Committee Consideration to be sure that the report presents the Department's recommendations rather than an unorganized compilation of agency, division, and branch recommendations; and (b) develop a tentative agenda for the RMA advisory committee meeting. Key representatives and all AMS working group representatives shall attend these meetings.

RMA Advisory Committee Meetings. Meetings of RMA advisory committees are held in Washington except that about one year in four each committee meets at a location where work in a State Experiment Station or Federal laboratory may be observed. Deputy Administrators should meet with RMA advisory committees for discussion of particularly important aspects of division or branch programs. Each division director and branch chief should meet with two or three RMA advisory committees each year.

Department Working Group Meeting. Department working groups meet to consider reports of the committees' meetings. Special consideration will be given to possible adjustments in the programs and future plans of each branch, division or agency which might be needed.

Executive secretaries send copies of RMA advisory committee recommendations to division directors, branch chiefs, and key and working group representatives.

AMS working group representatives shall review recommendations made by RMA advisory committees and bring the implications of these recommendations as they apply to the activities of the particular division or branch to the attention of the division director or branch chief.

AMS Working Group Meetings. Deputy Administrators shall jointly arrange a series of meetings with division directors, branch chiefs, and key and working group representatives to (a) review recommendations made by RMA advisory committees, (b) discuss implications of these recommendations on present programs and future plans, and (c) determine the actions to be taken in response to these recommendations. The Administrator shall be informed of these meetings in order that he may attend where possible.

Budget Proposals on RMA Advisory Committee Recommendations. Division directors and branch chiefs shall recommend budget adjustments required to carry out the actions decided upon. These adjustments will be reflected in the annual preliminary budget estimates.

^{1/} For number of copies and distribution of material for progress reports and proposals for committee consideration, see Exhibit C, Sec. I B.

Preparation and Distribution of Material for Progress
Reports to RMA Advisory Committees

I GENERAL

A Date Due. Each year executive secretaries will notify AMS divisions and branches working with RMA advisory committees of the dates materials for progress reports and proposals for committee consideration are due. Such materials are to be prepared sufficiently in advance of RMA advisory committee meetings so that:

1 Proposals for committee consideration may be reviewed by Department working groups, and

2 The progress report may be duplicated and mailed to RMA advisory committee members about three weeks before the committee meeting.

B Copies and Distribution.

1 Preparing offices shall submit material to working group representatives in original and five copies. (If information about one unit of work is to be included in more than one progress report, sufficient copies should be made in order that each key representative who needs it can transmit a copy to the executive secretary concerned.)

2 Working group representatives shall assemble the material and submit an original and four copies to the key representative.

3 The key representative shall further assemble material as may be required and make the following distribution:

a Original and one copy to the appropriate executive secretary, and

b One copy to each Deputy Administrator.

C Preparation.

1 Material should be double spaced, and only one side of the paper used. Each specific subject or area of work should be started on a new page.

(I C)

2 Brevity is important. If the material transmitted to the executive secretary is not brief, he will return it for briefing or will prepare an abbreviated report.

II FORMAT AND CONTENT

All reports shall follow a similar type of outline. The outline shall classify work under major headings and subheadings by subject matter as indicated below:

A Major Headings. Major headings for most commodity and functional reports shall be:

- 1 Marketing Research
- 2 Marketing Service and Education Work

B Development of Major Headings. Each major heading shall be divided into two sections: (1) progress on work under way, and (2) proposals for committee consideration.

1 Progress on Work Under Way.

a Subheadings of this section shall be broad fields. For example, the major heading "Marketing Research" might be developed under the following subheadings:

Maintenance and Evaluation of Product Quality
Transportation, Facilities, and Packaging
Market Development
Market Organization and Costs

b Under each subheading there shall be a separate progress report for each specific area of work. The content of each such report shall consist of:

(1) Title and Identification. Brief title (underlined), and organizational identification (by initial; e.g., AMS - MR - OC).

(2) Progress and Significant Findings. One or more statements covering progress (or lack of it) and significant findings (negative as well as positive) since the last report.

(II B 1 b (2))

(a) The opening sentence of each statement on progress should provide brief orientation on the problem that the work seeks to solve, and on its location where this has special significance.

(b) An additional sentence should mention important cooperative relationships or the place of the work as part of a coordinated regional endeavor if these are important.

(c) The body of the statement should be confined to a concise, specific summary of significant progress and findings not previously reported. Findings previously reported should be included only when they contribute to a better understanding of current accomplishments.

(d) In most cases information regarding staff, facilities, and organization for the conduct of the work and regarding research methodology should not be included.

(4) Plans for the Future. A final sentence or two should indicate the broad direction the work should take in the next year or two.

(5) List of Publications. Indicate in order the title, author(s), type, and date of publication for each release since the last report. For example:

Carbon Dioxide Immobilization of Turkeys Before Slaughter
Edwin E. Drewniak, Edward R. Baush, and Lyle L. Davis, USDA;
Circular No. 958; February 1955.

2 Proposals for Committee Consideration.

a Each proposal for new work or expansion of work shall be presented in a separate paragraph. Proposals should be in terms of problems to be solved (not project titles). Each should be specific and cover one topic. The first sentence or two of each such proposal should be worded as a recommendation which the committee might include in its report. Additional sentences may be used to provide background and to explain the importance of the problem to be solved.

(II B 2)

b Previous committee recommendations which are covered in the budget under consideration should be included. Previous committee recommendations which had high or middle priorities but which have not been activated should be included. Those with low priority should be omitted unless the division or branch concerned feels that the importance of the problem deserves repeated emphasis and review.

ACTION BY: AMS Personnel Working With RMA Advisory Committees

Advisory Committees Established Under the
Research and Marketing Act of 1946

I PURPOSE

The purpose of this Instruction is to assign responsibilities and prescribe procedures within AMS in connection with advisory committees established by the U. S. Department of Agriculture under the Research and Marketing Act of 1946. Exhibit A, attached, is a list of titles of advisory committees established under this authority with which AMS personnel will work.

II CANCELLATION

This Instruction supersedes AMS Instruction No. 113-1, *-Rev. 1,-* dated *-August 28, 1956.-*

III ADMINISTRATION OF RMA ADVISORY COMMITTEES

As stated in the Research and Marketing Act of 1946, the responsibility of advisory committees established pursuant to this Act is "to make recommendations relative to research and service work authorized by this Act and to assist in obtaining the cooperation of producers, farm organizations, industry groups, and Federal and State agencies in the furtherance of such research and service programs." These committees may be either commodity or functional, depending upon the work or program involved. Members are appointed by the Secretary and include representatives from producers, processors and distributors, and State Experiment Stations and Extension Services.

A Department.

1 General Administration. Responsibility for the general administration of RMA advisory committees is assigned to the Agricultural Research Service (ARS). An RMA advisory committee secretariat

(III A 1)

is established in the Office of the Administrator, ARS, members of which serve as executive secretaries of RMA advisory committees.

2 Department Working Groups. Department working groups are composed of representatives of the divisions or branches of the Services concerned with work in the areas covered by RMA advisory committees. There is a Department working group for each commodity or functional RMA advisory committee. The executive secretary of the RMA advisory committee also serves as chairman of the related Department working group.

B Agricultural Marketing Service. AMS working groups are composed of one representative from each AMS division^{1/} (or branch) working with RMA advisory committees. The Marketing Research Division has branch representatives; all other divisions have division representatives. These representatives are also members of appropriate Department working groups. Each AMS working group has a key representative. Key and working group representatives are appointed on an annual basis unless Deputy Administrators determine otherwise.

IV GENERAL RESPONSIBILITIES

A Deputy Administrators. Responsibility for supervision of RMA advisory committee relationships in AMS is assigned to the Deputy Administrators for their respective areas of program responsibility. Such officials shall:

1 Recommend names of persons to fill vacancies on RMA advisory committees. (In making such recommendations, send two copies of a biographical sketch covering the qualifications of each person recommended and indicating the vacancy for which he is recommended to the Assistant to the Administrator for Advisory Committee Operations, ARS. Recommendations may be made at any time.)

^{1/} The Office of Liaison, Matched Fund Program, State Departments of Agriculture, also works with RMA advisory committees. The term "division" as used in this Instruction includes that Office.

(IV A)

2 Approve appointments of working group representatives (and alternates) within AMS from their respective divisions and branches and jointly appoint an AMS key representative for each working group.

B Division Directors and Branch Chiefs.^{2/} Division directors and branch chiefs have specific responsibility for relations with RMA advisory committees for their respective areas of program responsibility. They shall:

1 Suggest, for joint recommendation by the Deputy Administrators, names of persons to fill vacancies on RMA advisory committees. (In making such suggestions, send three copies of the biographical sketch referred to in Section IV A 1 above to the appropriate Deputy Administrator.)

2 Appoint representatives (and alternates) for their divisions or branches on appropriate working groups (subject to approval of the appropriate Deputy Administrator).

C Key Representatives.

1 Key representatives have a general coordinative responsibility for AMS participation in working groups and relationships with RMA advisory committees. They are responsible directly to the Deputy Administrators. Division directors and branch chiefs shall free key representatives from divisional and branch assignments to the extent necessary to enable them to carry out their responsibilities effectively.

2 In carrying out their responsibilities, key representatives will need to become particularly familiar with the membership and mode of operation of their respective RMA advisory committees and with the marketing problems of the commodity or function that the committees represent. They will need to become generally familiar with (a) AMS work in the fields of the committees, (b) the relationships of the work

^{2/} The term "branch chief" as used in this Instruction refers to branch chiefs of the Marketing Research Division.

(IV C 2)

to that of other agencies of the Department, and (c) organizational units and persons responsible for conducting the work, in order to exercise judgment on the most effective presentation of AMS programs to the committees and on sources of information needed to answer adequately questions raised by the committees. Specifically they shall:

*-a Call (if deemed necessary) their respective AMS working group representatives² together to (1) review the proposals for consideration by the RMA advisory committees, (2) discuss relative priorities, and (3) resolve any problems relating to the presentation of AMS programs before the committee. Deputy Administrators and division directors should be informed of meeting dates, and problems of particular interest should be brought to their attention.

b Assemble, for an overall AMS presentation, the progress reports and proposals for committee consideration submitted to them by the various working group representatives.-*

c Work with the executive secretary in planning the agenda for RMA advisory committee meetings, scheduling attendance by AMS representatives, and arranging for the most effective presentation of AMS programs.

d Attend all sessions of the RMA advisory committee at which matters pertaining to AMS are discussed and be responsible for assuring that questions relating to AMS programs are answered, misunderstandings are overcome, and correct information is made available to the RMA advisory committee.

-3/ In order that the portion of the Farmer Cooperative Service's program which is financed from AMS funds may be coordinated for presentation to the RMA advisory committees, key representatives shall (a) inform concerned working group representatives of that Service of AMS working group meetings, (b) inform those representatives of the date which progress report materials and proposals for committee consideration are to be submitted to the AMS key representative, and (c) combine such materials with materials received from AMS working group representatives.-

(IV C 2)

e Assist the executive secretary in preparation of the committee report as it relates to marketing research and service.

f Consult with division and branch representatives on implications of committee recommendations for programs of their branches, and exercise judgment regarding the need for bringing committee actions of particular importance to the special attention of Deputy Administrators or division directors.

D Working Group Representatives.

1 Working group representatives shall participate in all activities of their working groups. In so doing they act on behalf of the division or branch as a whole and are directly responsible to the division director or branch chief.

2 In carrying out their responsibilities, working group representatives will need to develop broad familiarity with problems affecting the industry represented by the RMA advisory committee and with the facilities of their divisions or branches for contributing to the solution of these problems. They should, in general, be alert to opportunities for effective liaison on behalf of the division or branch and the Department as a whole with their RMA advisory committees. Specifically they shall:

-a Assemble the progress reports and proposals for committee consideration from the division or branch.-

b Assist the key representative and the executive secretary in arranging for oral presentations in RMA advisory committee meetings relating to programs of the division or branch. Such presentations may be made by the representative or by other staff members as is most appropriate in specific instances.

c Serve generally as channels of communication for their divisions or branches with RMA advisory committees, via the executive secretary, for such purposes as sending journal articles, speeches, etc. (see Section VII for distribution of research publications) to the committee, or seeking an interim reaction to proposed revisions of programs.

(IV D 2)

d Cooperate with their alternates to assure that the latter shall be prepared to fulfill effectively the duties of the working group representatives whenever necessary. This will best be accomplished if the representatives seek the assistance of their alternates in the conduct of their specific duties and arrange participation by the alternates in working group meetings where appropriate.

E Alternates. Alternate working group representatives shall work closely with the representatives, assisting them in carrying out their specific duties, and shall participate where appropriate in working group activities. They shall be prepared to substitute for the representatives whenever necessary.

V PROCEDURES FOR WORKING WITH RMA ADVISORY COMMITTEES

Exhibit B, attached, is a chart showing the order of occurrence of procedures to be followed in AMS by division directors, branch chiefs, and key and working group representatives in connection with RMA advisory committees. The chart shows the sequence of AMS and Department working group meetings before and after RMA advisory committee meetings.

VI PROGRESS REPORTS

The executive secretary of each RMA advisory committee prepares annually a progress report including proposals for committee consideration for the committee's respective commodity or function, and submits the report to the committee in advance of its meeting. This report is for administrative use in program development, coordination, and evaluation; and for RMA advisory committee use in formulating recommendations for adjustments in the Department's programs. Each division or branch working with RMA advisory committees shall prepare material for this report for its particular field of activity. Exhibit C, attached, contains information on the required format and content of this material.

*-VII DISTRIBUTION OF RESEARCH PUBLICATIONS TO RMA ADVISORY COMMITTEE MEMBERS

A The Office of the Deputy Administrator shall recommend to the executive secretaries AMS publications in the marketing research field

(VII A)

to be mailed to RMA advisory committee members, and shall send one copy each of such publications to the executive secretaries for review.

B Working group representatives shall recommend to the executive secretaries AMS journal articles, speeches, etc., to be mailed to RMA advisory committee members, and shall send one copy each of such publications to the executive secretaries for review.

C Executive secretaries will select publications to send to committee members and check mailing lists to avoid duplicate mailing.-*

O. V. Wells

O. V. Wells
Administrator

Attachments

Advisory Committees Established Under the Research and Marketing Act
United States Department of Agriculture

Overall Committees

Agricultural Research Policy Committee

Commodity and Functional Committees

Citrus and Subtropical Fruit Research and Marketing Advisory Committee
Cotton and Cottonseed Research and Marketing Advisory Committee
Dairy Research and Marketing Advisory Committee
Deciduous Fruit and Tree Nut Research and Marketing Advisory Committee
Farm Equipment and Structures Research Advisory Committee
Feed and Forage Research and Marketing Advisory Committee
Food Distribution Research and Marketing Advisory Committee
Food and Nutrition Research Advisory Committee
Forest Research Advisory Committee
Grain Research and Marketing Advisory Committee
Home Economics Research Advisory Committee
Livestock Research and Marketing Advisory Committee
Oilseeds and Peanut Research and Marketing Advisory Committee
Potato Research and Marketing Advisory Committee
Poultry Research and Marketing Advisory Committee
Production Economics Research Advisory Committee
Refrigerated and Frozen Products Research Advisory Committee
Rice Research and Marketing Advisory Committee
Seed Research and Marketing Advisory Committee
Sheep and Wool Research and Marketing Advisory Committee
Soils, Water and Fertilizer Research Advisory Committee
Sugar Research and Marketing Advisory Committee
Tobacco Research and Marketing Advisory Committee
Transportation Research Advisory Committee
Vegetable Research and Marketing Advisory Committee

Departmental Advisory Committee

Packaging and Containers Research Advisory Committee

State Agency Committees

Extension Committee on Marketing
Experiment Stations Marketing Research Advisory Committee
Advisory Committee on Cooperative Work Under the Research and
Marketing Act with State Departments of Agriculture

Order of Occurrence of AMS Procedures in Working With RMA Advisory Committees

General Planning. *-Marketing Research and Statistics divisions or branches and their working group representatives (including alternates) shall meet for general planning. The RMA advisory committee secretariat should be invited to attend the meetings. The following should be considered at such meetings: (a) what work of the division or branch should be presented to the various committees, and what work would be inappropriate to present due to its nature; and (b) plans for division or branch development and review of proposals for committee consideration. The organization calling the meeting shall notify the Deputy Administrator for Marketing Research and Statistics of the meeting in order that he, or representative officials, may attend.-*

Review and Evaluation of AMS Programs. Marketing Services and Marketing Research and Statistics division directors and branch chiefs shall review their programs in order that they may recommend (a) items to be included in progress reports, and (b) proposals for RMA advisory committee consideration.

Preparation, Assembling, Review, and Routing of Material for Progress Reports and Proposals for Committee Consideration.

- A Division directors and branch chiefs shall arrange for the preparation, division or branch clearance, and submission to the working group representatives, of items to be included in progress reports and proposals for committee consideration.^{1/2/}
- B The working group representative shall review and assemble materials prepared by his division or branch for progress reports and as proposals for committee consideration, and shall send the assembled material to the key representative.^{1/2/}
- C *-The key representative shall review and assemble materials submitted to him by working group representatives and transmit the assembled material to the Deputy Administrator for Research and Statistics, AMS, at least three working days prior to the due date set by the executive secretary. The Deputy Administrator for Marketing Research and Statistics shall review this material and transmit it to the appropriate executive secretary.^{1/2/} The key representative shall work with the executive secretary in coordinating material for the progress report and proposals for committee consideration, and shall exercise judgment regarding the need for bringing special problems that arise to the attention of the appropriate Deputy Administrator or division director.-*

Department Working Group Meeting. Department working groups meet to (a) review the tentative draft of the portions of the progress report dealing with proposals for committee consideration to be sure that the report presents the Department's recommendations rather than an unorganized compilation of agency, division, and branch recommendations; and (b) develop a tentative agenda for the RMA advisory committee meeting. Key representatives and all AMS working group representatives shall attend these meetings.

RMA Advisory Committee Meetings. Meetings of RMA advisory committees are held in Washington except that about one year in four each committee meets at a location where work in a State Experiment Station or Federal laboratory may be observed. Deputy Administrators should meet with RMA advisory committees for discussion of particularly important aspects of division or branch programs. Each division director and branch chief should meet with two or three RMA advisory committees each year.

Department Working Group Meeting. Department working groups meet *-at which time executive secretaries report to the working group members on the recommendations made by RMA advisory committees and the discussions which took place at the committee meetings.-*

Executive secretaries send copies of RMA advisory committee recommendations to *-Deputy Administrators, *-division directors, branch chiefs, key representatives, working group representatives, *-and alternates.-*

AMS working group representatives shall review recommendations made by RMA advisory committees and bring the implications of these recommendations as they apply to the activities of the particular division or branch to the attention of the division director or branch chief.

Budget Proposals on RMA Advisory Committee Recommendations. Division directors and branch chiefs shall recommend budget adjustments required to carry out the actions decided upon. These adjustments will be reflected in the annual preliminary budget estimates.

^{1/} For number of copies and distribution of material for progress reports and proposals for committee consideration, see Exhibit C, Section I B.

*-^{2/} Key representatives may wish to call their respective AMS working group representatives together (inviting working group representatives of the Farmer Cooperative Service as provided in Section IV C, footnote 3, of this Instruction) to (a) review the proposals for consideration by the RMA advisory committees, (b) discuss relative priorities, and (c) resolve any problems relating to the presentation of AMS programs before the committees.

The Deputy Administrators shall be informed of these meetings in order that they, or representative officials, may attend where possible. Key representatives shall bring problems of particular interest to the special attention of the appropriate Deputy Administrator or division director.-*

Preparation and Distribution of Material for Progress
Reports to RMA Advisory Committees

I GENERAL

A Date Due. Each year executive secretaries will notify AMS divisions and branches working with RMA advisory committees of the dates materials for progress reports and proposals for committee consideration are due. Such materials are to be prepared sufficiently in advance of RMA advisory committee meetings so that:

1 Proposals for committee consideration may be reviewed by Department working groups, and

2 The progress report may be duplicated and mailed to RMA advisory committee members about three weeks before the committee meeting.

B Copies and Distribution.

1 *-Preparing offices shall submit material to working group representatives in an original and four copies. (If information about one unit of work is of concern to more than one RMA advisory committee, sufficient copies should be made in order that each key representative who needs the material may have an original and four copies for use in preparing and transmitting his material to the executive secretary concerned.)

2 The working group representative shall assemble the material from his division or branch and submit an original and three copies to the key representative.

3 The key representative shall further assemble material^{1/} as may be required and submit the original and one copy to the Deputy Administrator for Marketing Research and Statistics, AMS, who will review the report and transmit it to the appropriate executive secretary.-*

-1/² The material transmitted shall have a heading showing the intended use; for example, "For 1957-58 progress reports for Dairy Research and Marketing Advisory Committee." Also indicate the major heading; that is, "Marketing Research" or "Marketing Service and Education Work."-

(I)

C Preparation.

1 Material should be double spaced, and only one side of the paper used. Each specific subject or area of work should be started on a new page.

2 Brevity is important. If the material transmitted to the executive secretary is not brief, he will return it for briefing or will prepare an abbreviated report.

II FORMAT AND CONTENT

All reports shall follow a similar type of outline. The outline shall classify work under major headings and subheadings by subject matter as indicated below:

A Major Headings. Major headings for most commodity and functional reports shall be:

- 1 Marketing Research
- 2 Marketing Service and Education Work

B Development of Major Headings. Each major heading shall be divided into two sections: (1) progress on work under way, and (2) proposals for committee consideration.

1 Progress on Work Under Way.

a Subheadings of this section shall be broad fields. For example, the major heading "Marketing Research" might be developed under the following subheadings:

Maintenance and Evaluation of Product Quality
Transportation, Facilities, and Packaging
Market Development
Market Organization and Costs

(II B 1)

b Under each subheading there shall be a separate progress report for each specific area of work. The content of each such report shall consist of:

(1) Title and Identification. Brief title (underlined), and organizational identification (by initial; e.g., AMS - MR - OC).

(2) Progress and Significant Findings. One or more statements covering progress (or lack of it) and significant findings (negative as well as positive) since the last report.

(a) The opening sentence of each statement on progress should provide brief orientation on the problem that the work seeks to solve, and on its location where this has special significance.

(b) An additional sentence should mention important cooperative relationships or the place of the work as part of a coordinated regional endeavor if these are important.

(c) The body of the statement should be confined to a concise, specific summary of significant progress and findings not previously reported. Findings previously reported should be included only when they contribute to a better understanding of current accomplishments.

(d) In most cases information regarding staff, facilities, and organization for the conduct of the work and regarding research methodology should not be included.

(4) Plans for the Future. *-Indicate in two or three sentences the probable completion of portions or all of the work-* and the broad direction the work should take in the next year or two.

(5) List of Publications. Indicate in order the title, author(s), type, and date of publication for each release since the last report. For example:

Carbon Dioxide Immobilization of Turkeys Before Slaughter
Edwin E. Drewniak, Edward R. Baush, and Lyle L. Davis, USDA;
Circular No. 958; February 1955.

(II B)

2 Proposals for Committee Consideration.

a Each proposal for new work or expansion of work shall be presented in a separate paragraph. Proposals should be in terms of problems to be solved (not project titles). Each should be specific and cover one topic.

b The first sentence or two of each such proposal should be worded as a recommendation which the committee might include in its report.

c Additional sentences may be used to provide background and to explain the importance of the problem to be solved. *-The following criteria will be used by RMA advisory committees to evaluate the relative importance of research proposals. These criteria indicate the type of information that should be included in the explanation of research proposals.

CRITERIA FOR EVALUATION OF RESEARCH PROPOSALS

Seriousness or urgency -	Health or welfare National security Economic
Scope or size of problem -	Local, regional, national Number of acres, farms, firms, volume of product, dollars, etc., involved
Probable uses or adoption of results by -	Producers, consumers, or industries affected Public bodies Research workers
Character of research -	Basic or applied Extent of contribution to present program and problems Time required
Contributory factors -	Cooperation of States and industries affected Availability of special funds, facilities, mater- ials, personnel-*

ACTION BY: AMS Personnel Working With RMA Advisory Committees

Advisory Committees Established Under the
Research and Marketing Act of 1946

I PURPOSE

The purpose of this Instruction is to assign responsibilities and prescribe procedures within AMS in connection with advisory committees established by the U. S. Department of Agriculture under the Research and Marketing Act of 1946. Exhibit A, attached, is a list of titles of advisory committees established under this authority with which AMS personnel will work.

II ADMINISTRATION OF RMA ADVISORY COMMITTEES

As stated in the Research and Marketing Act of 1946, the responsibility of advisory committees established pursuant to this Act is "to make recommendations relative to research and service work authorized by this Act and to assist in obtaining the cooperation of producers, farm organizations, industry groups, and Federal and State agencies in the furtherance of such research and service programs." These committees may be either commodity or functional, depending upon the work or program involved. Members are appointed by the Secretary and include representatives from producers, processors and distributors, and State Experiment Stations and Extension Services.

A Department.

1 General Administration. Responsibility for the general administration of RMA advisory committees is assigned to the Agricultural Research Service (ARS). An RMA advisory committee secretariat is established in the Office of the Administrator, ARS, members of which serve as executive secretaries of RMA advisory committees.

(II A)

2 Department Working Groups. Department working groups are composed of representatives of the divisions or branches of the Services concerned with work in the areas covered by RMA advisory committees. There is a Department working group for each commodity or functional RMA advisory committee. The executive secretary of the RMA advisory committee also serves as chairman of the related Department working group.

B Agricultural Marketing Service. AMS working groups are composed of one representative from each AMS division^{1/} (or branch) working with RMA advisory committees. The Marketing Research Division has branch representatives; all other divisions have division representatives. These representatives are also members of appropriate Department working groups. Each AMS working group has a key representative. Key and working group representatives are appointed on an annual basis unless Deputy Administrators determine otherwise.

III GENERAL RESPONSIBILITIES

A Deputy Administrators. Responsibility for supervision of RMA advisory committee relationships in AMS is assigned to the Deputy Administrators for their respective areas of program responsibility. Such officials shall:

1 Recommend names of persons to fill vacancies on RMA advisory committees. (In making such recommendations, send two copies of a biographical sketch covering the qualifications of each person recommended and indicating the vacancy for which he is recommended to the Assistant to the Administrator for Advisory Committee Operations, ARS. Recommendations may be made at any time.)

^{1/} The Office of Liaison, Matched Fund Program, State Departments of Agriculture, also works with RMA advisory committees. The term "division" as used in this Instruction includes that Office.

(III A)

2 Approve appointments of working group representatives (and alternates) within AMS from their respective divisions and branches and jointly appoint an AMS key representative for each working group.

B Division Directors and Branch Chiefs.^{2/} Division directors and branch chiefs have specific responsibility for relations with RMA advisory committees for their respective areas of program responsibility. They shall:

1 Suggest, for joint recommendation by the Deputy Administrators, names of persons to fill vacancies on RMA advisory committees. (In making such suggestions, send three copies of the biographical sketch referred to in paragraph A 1 above to the appropriate Deputy Administrator.)

2 Appoint representatives (and alternates) for their divisions or branches on appropriate working groups (subject to approval of the appropriate Deputy Administrator).

C Key Representatives.

1 Key representatives have a general coordinative responsibility for AMS participation in working groups and relationships with RMA advisory committees. They are responsible directly to the Deputy Administrators. Division directors and branch chiefs shall free key representatives from divisional and branch assignments to the extent necessary to enable them to carry out their responsibilities effectively.

2 In carrying out their responsibilities, key representatives will need to become particularly familiar with the membership and mode of operation of their respective RMA advisory committees and with the marketing problems of the commodity or function that the committees represent. They will need to become generally familiar with (a) AMS work in the fields of the committees, (b) the relationships of the work

^{2/} The term "branch chief" as used in this Instruction refers to branch chiefs of the Marketing Research Division.

(III C 2)

to that of other agencies of the Department, and (c) organizational units and persons responsible for conducting the work, in order to exercise judgment on the most effective presentation of AMS programs to the committees and on sources of information needed to answer adequately questions raised by the committees. Specifically they shall:

a Call (if deemed necessary) their respective AMS working group representatives^{3/} together to (1) review the proposals for consideration by the RMA advisory committees, (2) discuss relative priorities, and (3) resolve any problems relating to the presentation of AMS programs before the committee. Deputy Administrators and division directors should be informed of meeting dates, and problems of particular interest should be brought to their attention.

b Assemble, for an overall AMS presentation, the reports *-of progress on work under way-* and the proposals for committee consideration submitted to them by the various working group representatives.

c Work with the executive secretary in planning the agenda for RMA advisory committee meetings, scheduling attendance by AMS representatives, and arranging for the most effective presentation of AMS programs.

d Attend all sessions of the RMA advisory committee at which matters pertaining to AMS are discussed and be responsible for assuring that questions relating to AMS programs are answered, misunderstandings are overcome, and correct information is made available to the RMA advisory committee.

3/ In order that the portion of the Farmer Cooperative Service's program which is financed from AMS funds may be coordinated for presentation to the RMA advisory committees, key representatives shall (a) inform concerned working group representatives of that Service of AMS working group meetings, (b) inform those representatives of the date which materials *-for reports of progress on work under way-* and for proposals for committee consideration are to be submitted to the AMS key representative, and (c) combine such materials with materials received from AMS working group representatives.

(III C 2)

e Assist the executive secretary in preparation of the committee report as it relates to marketing research and service.

f Consult with division and branch representatives on implications of committee recommendations for programs of their branches, and exercise judgment regarding the need for bringing committee actions of particular importance to the special attention of Deputy Administrators or division directors.

D Working Group Representatives.

1 Working group representatives shall participate in all activities of their working groups. In so doing they act on behalf of the division or branch as a whole and are directly responsible to the division director or branch chief.

2 In carrying out their responsibilities, working group representatives will need to develop broad familiarity with problems affecting the industry represented by the RMA advisory committee and with the facilities of their divisions or branches for contributing to the solution of these problems. They should, in general, be alert to opportunities for effective liaison on behalf of the division or branch and the Department as a whole with their RMA advisory committees. Specifically they shall:

a Assemble the reports *-of progress on work under way-* and the proposals for committee consideration from the division or branch.

b Assist the key representative and the executive secretary in arranging for oral presentations in RMA advisory committee meetings relating to programs of the division or branch. Such presentations may be made by the representative or by other staff members as is most appropriate in specific instances.

c Serve generally as channels of communication for their divisions or branches with RMA advisory committees, via the executive secretary, for such purposes as sending journal articles, speeches, etc. (see Section VI for distribution of research publications) to the committee, or seeking an interim reaction to proposed revisions of programs.

(III D 2)

d Cooperate with their alternates to assure that the latter shall be prepared to fulfill effectively the duties of the working group representatives whenever necessary. This will best be accomplished if the representatives seek the assistance of their alternates in the conduct of their specific duties and arrange participation by the alternates in working group meetings where appropriate.

E Alternates. Alternate working group representatives shall work closely with the representatives, assisting them in carrying out their specific duties, and shall participate where appropriate in working group activities. They shall be prepared to substitute for the representatives whenever necessary.

IV PROCEDURES FOR WORKING WITH RMA ADVISORY COMMITTEES

Exhibit B, attached, is a chart showing the order of occurrence of procedures to be followed in AMS by division directors, branch chiefs, and key and working group representatives in connection with RMA advisory committees. The chart shows the sequence of AMS and Department working group meetings before and after RMA advisory committee meetings.

V PROGRESS REPORTS

The executive secretary of each RMA advisory committee prepares annually a progress report including proposals for committee consideration for the committee's respective commodity or function, and submits the report to the committee in advance of its meeting. This report is for administrative use in program development, coordination, and evaluation; and for RMA advisory committee use in formulating recommendations for adjustments in the Department's programs. Each division or branch working with RMA advisory committees shall prepare material for this report for its particular field of activity. Exhibit C, attached, contains information on the required format and content of this material.

VI DISTRIBUTION OF RESEARCH PUBLICATIONS TO RMA ADVISORY COMMITTEE MEMBERS

A The Office of the Deputy Administrator shall recommend to the executive secretaries AMS publications in the marketing research field to be mailed to RMA advisory committee members, and shall send

(VI A)

one copy each of such publications to the executive secretaries for review.

B Working group representatives shall recommend to the executive secretaries AMS journal articles, speeches, etc., to be mailed to RMA advisory committee members, and shall send one copy each of such publications to the executive secretaries for review.

C Executive secretaries will select publications to send to committee members and check mailing lists to avoid duplicate mailing.

O. V. Wells

O. V. Wells
Administrator

Attachments

Advisory Committees Established Under the Research and Marketing Act
United States Department of Agriculture

Overall Committee

Agricultural Research Policy Committee

Commodity and Functional Committees

Citrus and Subtropical Fruit Research and Marketing Advisory Committee
Cotton and Cottonseed Research and Marketing Advisory Committee
Dairy Research and Marketing Advisory Committee
Deciduous Fruit and Tree Nut Research and Marketing Advisory Committee
Economics Research Advisory Committee
Farm Equipment and Structures Research Advisory Committee
Feed and Forage Research and Marketing Advisory Committee
Food Distribution Research and Marketing Advisory Committee
Food and Nutrition Research Advisory Committee
Forest Research Advisory Committee
Grain Research and Marketing Advisory Committee
Home Economics Research Advisory Committee
Livestock Research and Marketing Advisory Committee
Oilseeds and Peanut Research and Marketing Advisory Committee
Potato Research and Marketing Advisory Committee
Poultry Research and Marketing Advisory Committee
Refrigerated and Frozen Products Research Advisory Committee
Rice Research and Marketing Advisory Committee
Seed Research and Marketing Advisory Committee
Sheep and Wool Research and Marketing Advisory Committee
Soils, Water and Fertilizer Research Advisory Committee
Sugar Research and Marketing Advisory Committee
Tobacco Research and Marketing Advisory Committee
Transportation Research Advisory Committee
Vegetable Research and Marketing Advisory Committee

Departmental Advisory Committee

Packaging and Containers Research Advisory Committee

State Agency Committees

Advisory Committee on Cooperative Work Under the Research and Marketing Act with State Departments of Agriculture
-Experiment Station Committee of Nine on Regional Research-
Experiment Stations Marketing Research Advisory Committee
Extension Committee on Marketing

Order of Occurrence of AMS Procedures in Working With RMA Advisory Committees

General Planning. *-Marketing Research and Statistics divisions or branches and their working group representatives (including alternates) shall meet for general planning. The RMA advisory committee secretariat should be invited to attend the meetings. The following should be considered at such meetings: (a) what work of the division or branch should be presented to the various committees, and what work would be inappropriate to present due to its nature; and (b) plans for division or branch development and review of proposals for committee consideration. The organization calling the meeting shall notify the Deputy Administrator for Marketing Research and Statistics of the meeting in order that he, or representative officials, may attend.-*

Review and Evaluation of AMS Programs. Marketing Services and Marketing Research and Statistics division directors and branch chiefs shall review their programs in order that they may recommend (a) items to be included in progress reports, and (b) proposals for RMA advisory committee consideration.

Preparation, Assembling, Review, and Routing of Material for Progress Reports and Proposals for Committee Consideration.

- A Division directors and branch chiefs shall arrange for the preparation, division or branch clearance, and submission to the working group representatives, of items to be included in progress reports and proposals for committee consideration.^{1/2/}
- B The working group representative shall review and assemble materials prepared by his division or branch for progress reports and as proposals for committee consideration, and shall send the assembled material to the key representative.^{1/2/}
- C *-The key representative shall review and assemble materials submitted to him by working group representatives and transmit the assembled material to the Deputy Administrator for Research and Statistics, AMS, at least three working days prior to the due date set by the executive secretary. The Deputy Administrator for Marketing Research and Statistics shall review this material and transmit it to the appropriate executive secretary.^{1/2/} The key representative shall work with the executive secretary in coordinating material for the progress report and proposals for committee consideration, and shall exercise judgment regarding the need for bringing special problems that arise to the attention of the appropriate Deputy Administrator or division director.-*

Department Working Group Meeting. Department working groups meet to (a) review the tentative draft of the portions of the progress report dealing with proposals for committee consideration to be sure that the report presents the Department's recommendations rather than an unorganized compilation of agency, division, and branch recommendations; and (b) develop a tentative agenda for the RMA advisory committee meeting. Key representatives and all AMS working group representatives shall attend these meetings.

RMA Advisory Committee Meetings. Meetings of RMA advisory committees are held in Washington except that about one year in four each committee meets at a location where work in a State Experiment Station or Federal laboratory may be observed. Deputy Administrators should meet with RMA advisory committees for discussion of particularly important aspects of division or branch programs. Each division director and branch chief should meet with two or three RMA advisory committees each year.

Department Working Group Meeting. Department working groups meet *-at which time executive secretaries report to the working group members on the recommendations made by RMA advisory committees and the discussions which took place at the committee meetings.-*

Executive secretaries send copies of RMA advisory committee recommendations to *-Deputy Administrators,-* division directors, branch chiefs, key representatives, working group representatives, *-and alternates.-*

AMS working group representatives shall review recommendations made by RMA advisory committees and bring the implications of these recommendations as they apply to the activities of the particular division or branch to the attention of the division director or branch chief.

Budget Proposals on RMA Advisory Committee Recommendations. Division directors and branch chiefs shall recommend budget adjustments required to carry out the actions decided upon. These adjustments will be reflected in the annual preliminary budget estimates.

^{1/} For number of copies and distribution of material for progress reports and proposals for committee consideration, see Exhibit C, Section I B.

*-^{2/} Key representatives may wish to call their respective AMS working group representatives together (inviting working group representatives of the Farmer Cooperative Service as provided in Section IV C, footnote 3, of this Instruction) to (a) review the proposals for consideration by the RMA advisory committees, (b) discuss relative priorities, and (c) resolve any problems relating to the presentation of AMS programs before the committees.

The Deputy Administrators shall be informed of these meetings in order that they, or representative officials, may attend where possible. Key representatives shall bring problems of particular interest to the special attention of the appropriate Deputy Administrator or division director.-*

Preparation and Distribution of Material for Progress
Reports to RMA Advisory Committees

A Dates Due. Each year executive secretaries will notify AMS divisions and branches working with RMA advisory committees of the dates materials for reports *-of progress on work under way-* and for proposals for committee consideration are due. *-Reports of progress on work under way and the proposals for committee consideration are due on different dates and, therefore, shall be prepared as separate sections of the total progress report.-* Such materials are to be prepared sufficiently in advance of RMA advisory committee meetings so that:

1 Proposals for committee consideration may be reviewed by Department working groups, and

2 The progress report may be duplicated and mailed to RMA advisory committee members about three weeks before the committee meeting.

B Copies and Distribution.

1 Preparing offices shall submit material *-for reports of progress on work under way and for proposals for committee consideration-* to working group representatives in an original and five copies *-each.-* (If information about one unit of work is of concern to more than one RMA advisory committee, sufficient copies should be made in order that each key representative who needs the material may have an original and five copies for use in preparing and transmitting his material to the executive secretary concerned.)

2 The working group representative shall assemble the material from his division or branch and submit an original and four copies to the key representative.

3 The key representative shall further assemble material^{1/} as may be required and submit the original and three copies to the Deputy Administrator for Marketing Research and Statistics, AMS, who will review the report and transmit it to the appropriate executive secretary.

^{1/} The material transmitted shall have a heading showing the intended use; for example, "For 1958-59 progress reports for Dairy Research and Marketing Advisory Committee." Also indicate the major heading; that is, "Marketing Research" or "Marketing Service and Education Work."

(I)

C Preparation.

1 Material should be double spaced, and only one side of the paper used. Each specific subject or area of work should be started on a new page.

2 Brevity is important. If the material transmitted to the executive secretary is not brief, he will return it for briefing or will prepare an abbreviated report.

II FORMAT AND CONTENT

All reports shall follow a similar type of outline. The outline shall classify work under major headings and subheadings by subject matter as indicated below:

A Major Headings. Major headings for most commodity and functional reports shall be:

- 1 Marketing Research
- 2 Marketing Service and Education Work

B Development of Major Headings. Each major heading shall be divided into two ~~separately prepared~~ sections: (1) progress on work under way, and (2) proposals for committee consideration.

1 Progress on Work Under Way.

a Subheadings of this section shall be broad fields. For example, the major heading "Marketing Research" might be developed under the following subheadings:

Maintenance and Evaluation of Product Quality
Transportation, Facilities, and Packaging
Market Development
Market Organization and Costs

b Under each subheading there shall be a separate progress report for each specific area of work. ~~This area of work will usually cover more than one line project.~~ The content of each such report shall consist of:

(II B 1 b)

(1) Title and Identification. Brief title and organizational identification (by initial; e.g., AMS - MR - OC).

(2) *-Problem. A one-sentence statement of the "objective" in terms of the problem of producers, processors, distributors, and/or consumers that will be solved by the work.

(3) Program. A sentence that gives the (a) type of work involved, (b) duration, (c) location, (d) cooperation, and (e) magnitude of the current work in this field.

(4) Progress. One or more paragraphs covering progress (or lack of it) and significant findings (negative as well as positive) since the last report. Statements regarding "operational" progress should be minimized; and in most cases information regarding staff, facilities, and methodology should not be included. Major emphasis should be given to findings developed during the past year. A single sentence should be adequate under this heading when work has not progressed to the "findings" stage.

(5) Plans. Indicate in two or three sentences probable completion of portions or all of the work, and the aspects of the work or the approaches to the problem that are now contemplated in the next year or two, assuming continued availability of current funds.-*

(6) List of Publications. Indicate in order the title, author(s), type, and date of publication for each release since the last report. For example:

Carbon Dioxide Immobilization of Turkeys Before Slaughter
Edwin E. Drewniak, Edward R. Baush, and Lyle L. Davis, USDA;
Circular No. 958; February 1955.

(II B)

2 Proposals for Committee Consideration.

a Each proposal for new work or expansion of *-current work shall be prepared for submission separately from reports of progress on work under way. -* Proposals should be in terms of problems to be solved (not project titles). Each should be specific and cover one topic.

b The first *-paragraph-* of each such proposal should be worded as a recommendation which the committee might include in its report.

c *-A second paragraph-* may be used to provide background and to explain the importance of the problem to be solved. The following criteria will be used by RMA advisory committees to evaluate the relative importance of research proposals. These criteria indicate the type of information that should be included in the explanation of research proposals.

*-CRITERIA FOR EVALUATION OF RESEARCH NEEDS

Scope or size of problem -	Local, regional, national Number of acres, farms, firms, volume of product, dollars, etc., involved
Character of research -	Basic or applied Extent of contribution to present program and problems * * *
Probable uses or adoption of results by -	Producers, consumers, or industries affected Public bodies Research workers
Urgency or seriousness -	Health or welfare National security Economic

(II B 2 c)

Contributory factors -

Cooperation of States and industries affected

Availability of special funds, facilities, materials, personnel

In the formation of an adequate, dynamic, balanced, and well-coordinated program of work, other factors, in addition to the importance of the problem, must be taken into consideration by those responsible for initiation and prosecution of the program. Questions dealing with how, where, by whom, and at what cost the work shall be done are the responsibilities and functions of the scientists and others responsible for the work.-%

Order of Occurrence of AMS Procedures in Working With RMA Advisory Committees

General Planning. Marketing Research and Statistics divisions or branches and their working group representatives (including alternates) shall meet for general planning. The RMA advisory committee secretariat should be invited to attend the meetings. The following should be considered at such meetings: (a) what work of the division or branch should be presented to the various committees, and what work would be inappropriate to present due to its nature; and (b) plans for division or branch development and review of proposals for committee consideration. The organization calling the meeting shall notify the Deputy Administrator for Marketing Research and Statistics of the meeting in order that he, or representative officials, may attend.

Review and Evaluation of AMS Programs. Marketing Services and Marketing Research and Statistics division directors and branch chiefs shall review their programs in order that they may recommend (a) items to be included in progress reports, and (b) proposals for RMA advisory committee consideration.

Preparation, Assembling, Review, and Routing of Material for Reports *-of Progress on Work Under Way-* and Proposals for Committee Consideration. *-Material for reports of progress on work under way and for proposals for committee consideration are to be prepared and submitted separately.^{1/} -*

- A Division directors and branch chiefs shall arrange for the preparation, division or branch clearance, and submission to the working group representatives, of items to be included in reports *-of progress on work under way-* and proposals for committee consideration.^{1/2/}
- B The working group representative shall review and assemble materials prepared by his division or branch for reports *-of progress on work under way-* and as proposals for committee consideration, and shall send the assembled material to the key representative.^{1/2/}
- C The key representative shall review and assemble materials submitted to him by working group representatives and transmit the assembled material to the Deputy Administrator for Marketing Research and Statistics, AMS, at least three working days prior to the due date set by the executive secretary. The Deputy Administrator for Marketing Research and Statistics shall review this material and transmit it to the appropriate executive secretary.^{1/2/} The key representative shall work with the executive secretary in coordinating material for the report *-of progress on work under way-* and proposals for committee consideration, and shall exercise judgment regarding the need for bringing special problems that arise to the attention of the appropriate Deputy Administrator or division director.

Department Working Group Meeting. Department working groups meet to (a) review the tentative draft of the portions of the progress report dealing with proposals for committee consideration to be sure that the report presents the Department's recommendations rather than an unorganized compilation of agency, division, and branch recommendations; and (b) develop a tentative agenda for the RMA advisory committee meeting. Key representatives and all AMS working group representatives shall attend these meetings.

RMA Advisory Committee Meetings. Meetings of RMA advisory committees are held in Washington except that about one year in four each committee meets at a location where work in a State Experiment Station or Federal laboratory may be observed. Deputy Administrators should meet with RMA advisory committees for discussion of particularly important aspects of division or branch programs. Each division director and branch chief should meet with two or three RMA advisory committees each year.

Department Working Group Meeting. Department working groups *-may meet following the advisory committee meeting at which time executive secretaries report to the working group members the recommendations and the discussions which took place at the committee meetings.-*

Executive secretaries send copies of RMA advisory committee recommendations to Deputy Administrators, division directors, branch chiefs, key representatives, working group representatives, and alternates.

AMS working group representatives shall review recommendations made by RMA advisory committees and bring the implications of these recommendations as they apply to the activities of the particular division or branch to the attention of the division director or branch chief.

Budget Proposals on RMA Advisory Committee Recommendations. Division directors and branch chiefs shall recommend budget adjustments required to carry out the actions decided upon. These adjustments will be reflected in the annual preliminary budget estimates.

^{1/} For number of copies and distribution of material for reports *-of progress on work under way-* and proposals for committee consideration, see Exhibit C, Section I B.

^{2/} Key representatives may wish to call their respective AMS working group representatives together (inviting working group representatives of the Farmer Cooperative Service as provided in Section IV C, footnote 3, of this Instruction) to (a) review the proposals for consideration by the RMA advisory committees, (b) discuss relative priorities, and (c) resolve any problems relating to the presentation of AMS programs before the committees.

The Deputy Administrators shall be informed of these meetings in order that they, or representative officials, may attend where possible. Key representatives shall bring problems of particular interest to the special attention of the appropriate Deputy Administrator or division director.

ACTION BY: AMS Personnel Working With RMA Advisory Committees

**Advisory Committees
Under the Research and Marketing Act of 1946**

SCOPE

This Instruction assigns responsibilities and prescribes procedures within AMS for the Research and Marketing (RMA) advisory committees.

REVISED MATERIAL

This revision:

Excludes reference to the responsibility for recommending names of persons to fill vacancies on RMA advisory committees. Any vacancies occurring during this year will be filled by informal consultation with interested parties.

Includes the dates materials are to be submitted to the Deputy Administrator for Marketing Research and Statistics.

Transmits Exhibits A and B. Exhibit A is a guide for presentation of materials on research. This exhibit includes Agricultural Research Service material as well as AMS material. Exhibit B is a guide for presentation of marketing service and educational programs.

Contains no information regarding the Packaging and Containers Research Advisory Committee since this committee will not be active during the 1959-60 series of meetings.

Changes are not indicated by asterisks due to the general nature of the revision.

Remove from the manual AMS Instruction 113-1, Rev. 3, and Exhibits A, B, and C dated 7-23-58.

I ADMINISTRATION OF RMA ADVISORY COMMITTEES

The responsibilities of RMA advisory committees established under the Research and Marketing Act of 1946 are "to make recommendations relative to research and service work authorized by this Act and to assist in obtaining the cooperation of producers, farm organizations, industry groups, and Federal and State agencies in the furtherance of such research and service programs." These committees may be either commodity or functional, depending upon the work or program involved. Members are appointed by the Secretary and include representatives from producers, processors and distributors, State Experiment Stations, and Extension Services.

A Department.

1 General Administration. Responsibility for the general administration of RMA advisory committees is assigned to the Agricultural Research Service (ARS). An RMA advisory committee secretariat is established in the Office of the Administrator, ARS, members of which serve as executive secretaries of RMA advisory committees.

2 Department Working Groups. Department working groups are composed of representatives of the divisions or branches of the Services concerned with work in the areas covered by RMA advisory committees. There is a Department working group for each commodity or functional RMA advisory committee. The executive secretary of the RMA advisory committee also serves as chairman of the related Department working group.

B AMS Working Groups. AMS working groups are composed of one representative from each AMS division 1/ (or branch) working with RMA advisory committees. The Marketing Research Division has branch representatives; all other divisions have division representatives. These representatives are also members of appropriate Department working groups. Each AMS working group has a key representative. Key and working group representatives are appointed on an annual basis unless Deputy Administrators determine otherwise.

II GENERAL RESPONSIBILITIES

A Deputy Administrators. Responsibility for supervision of RMA advisory committee relationships in AMS is assigned to the Deputy Administrators for their respective areas of program responsibility. Such officials shall:

1/ Approve appointments of working group representatives (and alternates) within AMS from their respective divisions and branches and jointly appoint an AMS key representative for each working group.

1/ The Office of Liaison, Matching Fund Program, State Departments of Agriculture, also works with RMA advisory committees. The term "division" includes that office.

(II: A)

2 Meet with RMA advisory committees for discussion of particularly important aspects of division and branch programs.

3 Review material for progress reports and proposals for committee consideration.

B Division Directors and Branch Chiefs.^{2/} Division directors and branch chiefs have specific responsibility for relations with RMA advisory committees for their respective areas of program responsibility. They shall:

1 Appoint representatives (and alternates) for their divisions or branches on appropriate working groups (subject to approval of the appropriate Deputy Administrator).

2 Meet with at least two or three RMA advisory committees each year.

C Key Representatives.

1 Key representatives have a general coordinative responsibility for AMS participation in working groups and relationships with RMA advisory committees. They are responsible directly to the Deputy Administrators. Division directors and branch chiefs shall free key representatives from divisional and branch assignments to the extent necessary to enable them to carry out their responsibilities effectively.

2 In carrying out their responsibilities, key representatives will need to become particularly familiar with the membership and mode of operation of their respective RMA advisory committees and with the marketing problems of the commodity or function that the committees represent. They will need to become generally familiar with (a) AMS work in the fields of the committees, (b) the relationships of the AMS work to that of other agencies of the Department, and (c) organizational units and persons responsible for conducting the work, in order to exercise judgment on the most effective presentation of AMS programs to the committees and on sources of information needed to answer adequately questions raised by the committees. Specifically they shall:

^{2/} The term "branch chiefs" refers to the branch chiefs of the Marketing Research Division.

(II C 2)

a Call (if deemed necessary) their respective AMS working group representatives ^{3/} together to (1) review the proposals for consideration by the RMA advisory committees (2) discuss relative priorities, and (3) resolve any problems relating to the presentation of AMS programs before the committee. Deputy Administrators and division directors shall be informed of meeting dates in order that they, or representative officials, may attend where possible. Problems of particular interest shall be brought to the attention of the appropriate Deputy Administrator or division director.

b Assemble, for an overall AMS presentation, the progress reports and the proposals for committee consideration submitted to them by the various working group representatives.

c Work with the executive secretary in planning the agenda for RMA advisory committee meetings, scheduling attendance by AMS representatives, and arranging for the most effective presentation of AMS programs.

d Attend all sessions of the RMA advisory committee at which matters pertaining to AMS are discussed and be responsible for assuring that questions relating to AMS programs are answered, misunderstandings are overcome, and correct information is made available to the RMA advisory committee.

e Assist the executive secretary in coordinating material for the progress reports and proposals for committee consideration.

^{3/} In order that the portion of the Farmer Cooperative Service's program which is financed from AMS funds may be coordinated for presentation to the RMA advisory committees, key representatives shall (a) inform concerned working group representatives of that Service of AMS working group meetings, (b) inform those representatives of the date which materials for progress reports and for proposals for committee consideration are to be submitted to the AMS key representative, and (c) combine such materials with materials received from AMS working group representatives.

(II C 2)

f Consult with division and branch representatives on implications of committee recommendations for programs of their branches, and exercise judgment regarding the need for bringing committee actions of particular importance to the special attention of Deputy Administrators or division directors.

D Working Group Representatives.

1 Working group representatives shall participate in all activities of their working groups. In so doing they act on behalf of the division or branch as a whole and are directly responsible to the division director or branch chief.

2 In carrying out their responsibilities, working group representatives will need to develop broad familiarity with problems affecting the industry represented by the RMA advisory committee and with the facilities of their divisions or branches for contributing to the solution of these problems. They should, in general, be alert to opportunities for effective liaison on behalf of the division or branch and the Department as a whole with their RMA advisory committees. Specifically they shall:

a Assemble the progress reports and the proposals for committee consideration from the division or branch.

b Assist the key representative and the executive secretary in arranging for oral presentations in RMA advisory committee meetings relating to programs of the division or branch. Such presentations may be made by the representative or by other staff members as is most appropriate in specific instances.

c Review recommendations made by RMA advisory committees and bring the implications of these recommendations, as they apply to the activities of the particular division or branch, to the attention of the division director or branch chief.

(II D 2)

d Serve generally as channels of communication for their divisions or branches with RMA advisory committees, via the executive secretary, for such purposes as sending journal articles, speeches, etc. (see Section VI for distribution of research publications) to the committee, or seeking an interim reaction to proposed revisions of programs.

e Cooperate with their alternates to assure that the latter shall be prepared to fulfill effectively the duties of the working group representatives whenever necessary. This will best be accomplished if the representatives seek the assistance of their alternates in the conduct of their specific duties and arrange participation by the alternates in working group meetings where appropriate.

E Alternates. Alternate working group representatives shall work closely with the representatives, assisting them in carrying out their specific duties, and shall participate where appropriate in working group activities. They shall be prepared to substitute for the representatives whenever necessary.

III PROCEDURES FOR WORKING WITH RMA ADVISORY COMMITTEES

A General Planning. Marketing Research and Statistics divisions or branches and their working group representatives (including alternates) shall meet for general planning. The RMA advisory committee secretariat should be invited to attend the meetings. Consideration shall be given to the format and material to be included in the progress reports and the proposals for committee consideration. The organization calling the meeting shall notify the Deputy Administrator for Marketing Research and Statistics of the meeting in order that he, or representative officials, may attend.

B Review and Evaluation of AMS Programs. Marketing Services and Marketing Research and Statistics division directors and branch chiefs shall review their programs in order that they may recommend (1) items to be included in progress reports, and (2) proposals for RMA advisory committee consideration.

C Preparing, Assembling, Reviewing, and Routing of Material for Progress Reports and Proposals for Committee Consideration. Material for progress reports and proposals for committee consideration shall be prepared and submitted separately. (See Section IV for required copies, distribution, and due dates.)

(IIIC)

1 Division directors and branch chiefs shall arrange for the preparation, division or branch clearance, and submission to the working group representatives, of items to be included.

2 The working group representative shall review and assemble materials prepared by his division or branch for the reports and shall send the assembled materials to the key representative.

3 The key representative shall review and assemble materials submitted to him by working group representatives and transmit the assembled material to the Deputy Administrator for Marketing Research and Statistics who will review the material and transmit it to the appropriate executive secretary.

D Department Working Group Meeting. Key representatives and all AMS working group representatives shall attend these meetings. For details see Exhibit A, page 9, item V A. For tentative meeting schedule see Exhibit A, page 15.

E RMA Advisory Committee Meetings. For information regarding these meetings see Exhibit A, page 7, items III and IV. Executive secretaries shall send copies of RMA advisory committee recommendations to Deputy Administrators, division directors, branch chiefs, key representatives, working group representatives, and alternates.

F Budget Proposals on RMA Advisory Committee Recommendations. Division directors and branch chiefs shall review committee recommendations and recommend budget adjustments required to carry out the actions decided upon. These adjustments will be reflected in the annual preliminary budget estimates.

IV PREPARATION, DISTRIBUTION, AND DUE DATES OF MATERIALS FOR PROGRESS REPORTS AND PROPOSALS FOR COMMITTEE CONSIDERATION

A Number of Copies and Distribution.

1 Preparing offices shall submit material for progress reports and proposals for committee consideration to working group representatives in an original and five copies each. (If information about one unit of work is of concern to more than one RMA advisory committee, sufficient copies shall be made in order that each key representative who needs the material may have an original and five copies for use in preparing and transmitting his material to the executive secretary concerned.)

(IV A)

2 The working group representative shall assemble the material from his division or branch and submit an original and four copies to the key representative.

3 The key representative shall further assemble material as may be required and submit the original and three copies to the Deputy Administrator for Marketing Research and Statistics, Attention: I. L. Hobson, Room 338-A. The Deputy Administrator after reviewing the reports will transmit them to the appropriate executive secretary.

B Due Dates. Keymen and representatives shall set earlier target dates than those listed below so that they may have sufficient time to administer their respective function.

(IV B)

Dates Materials Are To Be Submitted to the
Deputy Administrator for Marketing Research and Statistics

<u>Committee</u>	<u>June 8</u> Progress Reports	<u>Aug. 26</u> Progress Reports	<u>Sept. 9</u> Proposals for Comm. Consideration	<u>Oct. 7</u> Progress Reports	<u>Nov. 9</u> Progress Reports	<u>Dec. 8</u> Progress Reports
Citrus and Sub-tropical Fruit		X	X			
Cotton and Cottonseed			X			X
Dairy			X	X		
Deciduous Fruit and Tree Nut			X	X		
Economics			X			X
Farm Equipment and Structures			X		X	
Feed and Forage			X	X		
Food Distribution			X		X	
Food and Nutrition		X	X			
Forest	X		X			
Grain			X	X		
Home Economics		X	X			
Livestock			X			X
Oilseeds and Peanut			X		X	
Potato			X	X		
Poultry			X		X	
Refrigerated and Frozen Products			X			X
Rice		X	X			
Seed			X	X		
Sheep and Wool		X	X			
Soils, Water, and Fertilizer			X	X		
Sugar		X	X			
Tobacco			X		X	
Transportation			X			X
Vegetable			X		X	

V PROGRESS REPORTS

The executive secretary of each RMA advisory committee prepares annually a progress report and proposals for committee consideration for the committee's respective commodity or function, and submits the reports to the committee in advance of its meeting. These reports are for use in program development, coordination, and evaluation; and for RMA advisory committee use in formulating recommendations for adjustments in the Department's programs. Each division or branch working with RMA advisory committees shall prepare material for these reports for its particular field of activity. Exhibits A and B attached contain information on the required format and contents as follows:

Exhibit A - Material for research program units.

Exhibit B - Material for marketing service and educational programs.

VI DISTRIBUTION OF RESEARCH PUBLICATIONS TO RMA ADVISORY COMMITTEE MEMBERS

A The Office of the Deputy Administrator shall recommend to the executive secretaries AMS publications in the marketing research field to be mailed to RMA advisory committee members, and shall send one copy each of such publications to the executive secretaries for review.

B Working group representatives shall recommend to the executive secretaries AMS journal articles, speeches, etc., to be mailed to RMA advisory committee members, and shall send one copy each of such publications to the executive secretaries for review.

C Executives secretaries will select publications to send to committee members and check mailing lists to avoid duplicate mailing.

O. V. Wells
O. V. Wells
Administrator

Attachments

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Research Service
Washington 25, D. C.

AMS INSTRUCTION 113-1

2 / 4

EXHIB. T. A

May 15, 1959

To: Members of the Agricultural Research Council
Gustave Burmeister, Assistant Administrator, FAS
T. C. Byerly, Deputy Administrator, ARS
E. C. Elting, Deputy Administrator, ARS
V. L. Harper, Assistant Chief, FS
Omer Herrmann, Deputy Administrator, AMS
G. W. Irving, Jr., Deputy Administrator, ARS
J. G. Knapp, Administrator, FCS
H. K. Stiebeling, Director, IHE, ARS
Advisory Committee Secretariat, ARS
C. P. Barnes, Executive Secretary, Forest; Farm Equipment and
Structures; Economics; Soils, Water and Fertilizer Committees
William C. Dachtler, Executive Secretary, Food Distribution;
Grain; Rice; Transportation Committees
M. J. Goss, Executive Secretary, Refrigerated and Frozen Products;
Feed and Forage; Sugar; Seed; Tobacco Committees
Max K. Hinds, Executive Secretary, Dairy; Livestock; Poultry;
Sheep and Wool Committees
Roy Magruder, Executive Secretary, Citrus; Deciduous Fruit and
Tree Nut; Potato; Vegetable Committees
R. E. Stevenson, Cotton and Cottonseed, Food and Nutrition,
Home Economics, Oilseeds and Peanut Committees

From: Barnard Joy, Assistant to Administrator for Advisory Committee
Operations, ARS *B. Joy*

Subject: Guide for preparation of Progress Reports and other materials for
1959-60 series of meetings of Research and Marketing Advisory
Committees (See page 15 for schedule of meetings)

NOTE: Extra copies may be obtained by calling Extension 4431.

I. Progress Reports (One for Each Committee).

A. Purpose and Use.

1. An annual progress report is a "tool" for advisory committee use in the formulation of recommendations and for administrative use in program development, coordination and evaluation.
2. Each progress report should cover all the areas of work administratively determined as those to be reviewed by the committee in question. Duplicating review will be held to a minimum.
3. Copies will be distributed only to advisory committee members, research administrators and others participating in the development of public agricultural research programs. Because many of the research findings included in the report will be tentative or preliminary, only a limited number of copies will be duplicated.

B. Format.

All reports will follow a similar type of outline. The work will be classified as indicated irrespective of the agency doing the work.

1. Major headings for commodity reports will be:

- a. Farm Research
- b. Utilization Research and Development
- c. Home Economics Research
- d. Marketing Research.

(For functional reports, appropriate broad fields will be used as major headings.)

2. The major headings in the commodity committee reports will be divided into the following sub-headings.

a. Farm Research

(1) Crop committees

- (a) Breeding and Genetics (Including Plant Introduction and Development)
- (b) Physiology and Nutrition
- (c) Cultural Practices (Including Weed Control)
- (d) Disease and Nematode Control
- (e) Insect Control
- (f) Mechanization of Production and Harvesting
- (g) Economics of Production.

(2) Animal committees

- (a) Breeding and Performance Testing
- (b) Physiology
- (c) Production Practices, Equipment and Facilities
- (d) Nutrition and Feeding
- (e) Diseases, Parasites and Metabolic Disorders
- (f) Insect Control.
- (g) Economics of Production and Management.

b. Utilization Research and Development

- (1) Chemical and Physical Composition
- (2) New and Improved Food Products and Processing Technology
- (3) New and Improved Feed Products and Processing Technology
- (4) New and Improved Industrial Products and Processing Technology.

c. Home Economics Research (No Sub-headings)

d. Marketing Research

- (1) Market Potentials, Preferences and Development
- (2) Measurement and Evaluation of Market Quality
- (3) Product Protection during Marketing
- (4) Transportation, Storage and Packaging
- (5) Equipment, Facilities, Methods and Firm Efficiency
- (6) Costs, Margins, and Organization of the Marketing System.
- (7) Supply, Demand and Price.

3. Under these sub-headings there will be a progress statement for each specific area of work. Following a title and an agency designation, each statement will have five parts. (See examples, pages 10, 11, and 12.)

- a. Problem. The first sentence should state the problem as it is faced by the producers, processors, distributors, consumers and others who will use or benefit from the results of the research. A second sentence should be used to explain the objective of the research when this is not clear from the first sentence.

Examples:

- (1) Problem: Effective insecticides and other measures are needed for better control of resistant house flies and other filth and disease-carrying insects, such as cockroaches, in and around livestock barns.
- (2) Problem: Develop new and diverse food products from rice that are easy to prepare and have superior flavor and texture appeal, and devise economical processes for their manufacture.

(3) Problem: Growers, shippers, and receivers are faced with increased freight rates and protective service charges, mounting losses from spoilage and damage in transit, and reduced shelf life of their products because of ineffective refrigeration or ventilation during transportation. More efficient loading methods that can be used at little or no additional cost to the shippers should provide better protection for the containers and the products and facilitate improved refrigeration and ventilation.

b. Program. A sentence or two that gives the (1) duration, (2) type of research, (3) cooperation, (4) location and (5) magnitude of the current research program in the specific area of work.

Location statements should give town and State for Federal stations, but towns can be omitted when statement shows cooperation with specific State Experiment Stations. If the work is cooperative with more than ten State stations the number of cooperating stations can be given without listing them.

Magnitude should be given in number of professional Federal man-years annually, rounded to the nearest whole number. No attempt should be made to give the magnitude of cooperators contributions unless they are grants of money or personnel under direction of the Federal agency. When the specific area of work includes one or more contracts, the name of the contractor, his address, and the subject, duration and amount of each contract should be given.

Examples:

- (1) Program: This continuing long-range program of applied and basic research is conducted at Orlando, Florida; Corvallis, Oregon; Kerrville, Texas; and in cooperation with the State Experiment Stations in Mississippi and Nebraska. It involves about 3 professional Federal man-years annually.
- (2) Program: A 3-year basic and developmental study dealing with properties of starches and proteins as well as whole kernels of rice, that is conducted at Albany, California laboratory and involves one professional man-year annually.
- (3) Program: This long-term, continuing program involves test shipments by rail and truck of agricultural commodities in various types of containers from producing areas to terminal markets. Work is conducted with the

cooperation of shippers, receivers, the Maine Department of Agriculture and the Maine Agricultural Experiment Station, and involves about two professional Federal man-years annually.

- c. Progress: One or more paragraphs covering progress (or lack of it) and significant findings (negative as well as positive) since the last progress report. Explanation of "operational" progress should be minimized and in most cases information regarding staff, facilities, and research methodology should not be included. Major emphasis should be given to findings. A single sentence should be adequate under this heading when work has not progressed to the "findings" stage. Clarity can frequently be achieved by the use of subheadings for particular studies as is done in the example on page 12.
- d. Plans: Indicate in two or three sentences plans through Fiscal Year 1961 assuming continued availability or current funds. The statement should be specific enough to indicate those phases of the work that are to be continued, those scheduled for completion, those that are to be discontinued and the nature of new work to be started.
- e. Publications: List publications since the last report that include the results of research. For each give title, author and reference. Do not include general articles based on previously published results. Also, omit unpublished papers and other materials that are not available in libraries. Omit publications that are "in press" unless they are of enough importance for mention under "Progress."

C. Brevity.

If material transmitted by agencies is not brief, it will be returned for briefing or the executive secretary may abbreviate the report.

D. Typing Instructions.

Material for use in Progress Reports should be double-spaced, on one side of sheet, and each specific area of work should be started on a new page. Preceding the title for each specific area of work there should be a statement of its source and intended use, such as: "Submitted by Crops Research Division for 1959-60 Progress Report for the Potato Advisory Committee."

II. Proposals for Committee Consideration

(See examples on pages 13 and 14)

- A. Use. Proposals will not be included in the Progress Report. They will be furnished separately to committee and working group members as part of the working materials for use at the committee meeting.
- B. Scope. Proposals for new work or expansion of current work should be in terms of problems to be solved (not project titles). Each should cover one specific problem and should be presented separately. Proposals involving expansion of current work should be clearly identified with one or more specific areas of work included in the Progress Report.
- C. Format.
1. The first paragraph should be worded as a recommendation so that the committee, if it so chooses, may adopt it for inclusion in its report. This paragraph should consist of:
 - (a) A statement of the problem
 - (b) A statement of the type of research needed to solve the problem.
 2. A second paragraph should be used to provide additional background and to explain the importance of the problem to be solved. Information should be supplied so that committeemen can make an appraisal without extensive discussion of each proposal during the meeting. Preliminary results of current research which are not included in the Progress Report that suggest the need for additional research may be included when they strengthen the justification of the proposal. The following statement of "criteria" that will be included in "working materials for committee members" indicates the type of information that is helpful in judging "importance."
 - (a) Scope or size of problem . . . Local, regional, national
Number of acres, farms, firms,
volume of product, dollars,
etc. involved
 - (b) Character of research Basic or applied
Extent of contribution to
present program and problems
 - (c) Probable uses or adoption
of results by Producers, consumers, or
industries affected
Public bodies
Research workers
 - (d) Urgency or seriousness Health or welfare
National security
Economic
 - (e) Contributory factors Cooperation of States and
industries affected
Availability of special funds,
facilities, materials, personnel

D. Typing Instructions.

Proposals for committee consideration should be doubled spaced, on one side of sheet and each proposal should be started on a new page. Preceding the title for each proposal there should be a statement of source and intended use such as "Proposal submitted by Biological Sciences and Transportation and Facilities Branches for consideration of the Food Distribution Advisory Committee at its 1960 meeting."

III. Agenda for Committee Meetings (See page 15 for meeting schedule).

A. Presentation of Work Under Way.

1. The outline used in the progress report under each major heading should be followed in the meeting. However, the order in which farm, utilization, home economics, and marketing research are considered should be rotated from year to year.
2. Oral presentations by the Department staff should be brief and limited to:
 - a. Clarifying information in the Progress Report in response to specific questions by committee members.
 - b. Presenting visual material or additional pertinent facts which were not included in the Progress Report.
 - c. Evaluating the probable outcome or accomplishments to be expected from the research when it is completed.

B. Formulation of Recommendations.

Discussion of the "Plans" for current work and whether work should be expanded, or new work undertaken in a particular field should follow the consideration of progress in that field.

IV. Report of Committee Meetings.

A. Each report shall have four sections:

1. Highlights--The front sheet will consist of highlights of advice and recommendations and the names of the members of the committee.
2. General Comments and Recommendations--This should include recommendations on aspects of the program broader than the specific field of the individual committee, such as, need for more basic research, better dissemination of research results and more effective service programs.

3. Recommendations and Comments on Current Program--These will deal principally with "plans" that are included in the Progress Report. This portion of the report should indicate that the committee has reviewed the current program and their reaction to it. It may include commendation of going or completed work and specific recommendations on (1) changes in emphasis, or (2) decreased emphasis, early completion or termination of work when the committee believes that available funds are not being used on problems of greatest importance.

4. Recommendations for New and Expanded Research--

- a. This section is to be organized under the same major headings that are used in the Progress Report.
- b. Each recommendation is to cover a single subject or problem. Under each major heading the recommendations are to be placed in numerical priority. There is to be only one item "1," one "2," etc. and recommendations for expansion and new work are to be part of a single series of priorities.

B. Clearance and Distribution of Reports of Committee Meetings.

- 1. The Executive Secretary will prepare a tentative draft report to be reviewed by working group members and to be sent to committee members for suggested revisions and approval.
- 2. The revised and approved report will be duplicated for general distribution.

C. Minutes of Committee Meetings.

In addition to the reports of committee meetings the Executive Secretary of each committee will prepare minutes. The minutes will include information of interest to committee and working group members that is not included in the committee report. Items such as who made presentations, attendance at meetings, election of officers, votes on proposed recommendations, suggestions regarding date, place and program for next meeting and other "housekeeping" items will be included in the minutes rather than in the report.

D. Memorandum to Administrator.

Committee functions do not include the making of recommendations on such matters of research administration as how, where, by whom, and at what cost work should be done. However, if committees feel strongly that they should make a recommendation dealing with some aspect of administration, such a recommendation may be made in a memorandum to the administrator to be transmitted by the executive secretary of the committee.

V. Working Group Responsibility and Meetings (See page 15 for date of meetings).

A. Most working groups will meet one or two times during the year.

1. The first meeting of each working group should be held in advance of the meeting of the advisory committee.

a. The purpose of this meeting will be to:

(1) Review the tentative draft of "Proposals for Committee Consideration" to be sure that they present the Department's recommendations and are not an unorganized compilation of agency, division and branch proposals.

(2) Develop a tentative agenda for the advisory committee meeting.

b. Executive Secretaries should assemble tentative "Proposals for Committee Consideration" and send a copy to each working group member and alternate and appropriate administrative leaders of research in advance of the first meeting of the working group.

2. A second meeting of a working group may be held following the advisory committee meeting to report to the members of the working group the recommendations and discussions that took place at the advisory committee meeting.

3. Working groups may wish to have a summer meeting for a general review of the Department's program in their particular field of interest.

B. Publications reporting research done by the Department should be sent to committee members by the Executive Secretary of the committee rather than by the author, agency, or working group members.

VI. Examples of Progress Statements for Specific Areas of Work.

A. Control of House Flies (Submitted to Livestock Committee)

ENT

Problem: Effective insecticides and other measures are needed for better control of resistant house flies and other filth and disease-carrying insects, such as cockroaches, in and around livestock barns.

Program: This continuing long-range program of applied and basic research is conducted at Orlando, Florida; Corvallis, Oregon; Kerrville, Texas; and in cooperation with the State Experiment Stations in Mississippi, and Nebraska. It involves about 3 professional Federal man-years annually.

Progress: House fly resistance to malathion is becoming pronounced in Florida, Georgia, and other places in the South. This insecticide, both as a residual spray on walls and in baits, is less effective than formerly; Diazinon and Dipterex in baits are still giving good control, but it is doubtful that this will continue very long. Laboratory and field tests with pyrethrin and allethrin plus the synergist piperonyl butoxide at ratios of 1 to 10 incorporated in sugar baits were effective for control of organic phosphorus-resistant strains of house flies in Central Florida. These formulations are not as effective as the organic phosphorus materials were originally, but they seem to do a fairly good job in combating flies where other materials fail.

Special tests show that the use of malathion and DDT, alternately, concurrently, or separately, did not prevent resistance from developing in house flies. For example, exposure of flies to a mixture of DDT plus malathion for 30 generations caused a resistance to develop which amounted to about 75 times that of normal flies. When these two insecticides were used on flies in alternating generations, the resistance developed to about 30 times that of normal flies. The expectation of combating resistance by combining or alternating use of unrelated insecticides is not promising.

The German Cockroach is already resistant in most localities to chlordane and dieldrin, and shows sign of resistance to lindane and pyrethrin. Malathion and Diazinon are still effective.

Plans: Investigations will be continued to find substitute insecticides and efficient protectants to control house flies and cockroaches. Studies will be initiated to obtain information on the biological and physiological nature of resistance with the hope of developing satisfactory counter-measures to control these pests.

Publications: Organic Phosphorus Insecticides as Residual Sprays for the Control of House Flies. J. B. Gahan, H. G. Wilson, J. C. Keller and Carroll N. Smith. Jour. Econ. Ent. 50(6): 789-793. 1957.

The House Fly--How to Control It. USDA Leaflet No. 390. 1958.

B. New Food Products from Rice (Submitted to Rice Committee)

WU

Problem: Develop new and diverse food products from rice that are easy to prepare and have superior flavor and texture appeal, and devise economical processes for their manufacture.

Program: A 3-year basic and developmental study dealing with properties of starches and proteins as well as whole kernels of rice, that is conducted at Albany, California laboratory and involves one professional man-year annually.

Progress: Canned white rice developed previously at WU was prepared under commercial conditions for a market test. In this test, conducted by the Agricultural Marketing Service during the past year, it met with good general acceptance, but was criticized on two points. These were an excessive cohesiveness, making the product difficult to remove from the can and to separate into individual kernels, and the presence of rust spots in some cans. The latter difficulty was found to be due to failure of these cans to hold their initial vacuum and was established as being due to faulty can manufacture.

Progress in reducing the undesirable cohesion of the canned and stored product included development of a test for objective evaluation of the degree of cohesion. By this test, rice canned as for the market test showed only 25 to 28 percent of kernel separation, whereas rice treated with suitable vegetable oil emulsions showed 85 to 90 percent kernel separation.

A marked improvement was also noticeable in cooking trials of the oil-treated products. Only very small amounts of the oil are retained by the rice and no effects on flavor could be detected. Satisfactory improvement could also be obtained by use of certain emulsifying or surface-active agents used alone at very low levels, rather than in combination with the vegetable oil in an emulsion.

Plans: Other agents, singly or in combination, and other pre-canning treatments will be tried. Research will be continued to improve other rice products already well along toward commercial development. Work will be initiated on other new products and processes. Improved methods and equipment will be sought for production of an instant breakfast cereal and quick-drying rice produced from Western varieties.

Publications: Rice Investigations at Western Regional Research Laboratory. E. B. Kester. Rice Jour. Ann. Issue 60: 1920, 22-24, 26, No. 7, 1957.

C. Improved Loading Methods (Submitted to Transportation Committee)

TF-MR 15

Problem: Growers, shippers, and receivers are faced with increased freight rates and protective service charges, mounting losses from spoilage and damage in transit, and reduced shelf life of their products because of ineffective refrigeration or ventilation during transportation. More efficient loading methods that can be used at little or no additional cost to the shippers should provide better protection for the containers and the products and facilitate improved refrigeration and ventilation.

Program: This long-term, continuing program involves test shipments by rail and truck of agricultural commodities in various types of containers from producing areas to terminal markets. Work is conducted with the cooperation of shippers, receivers, the Maine Department of Agriculture and the Maine Agricultural Experiment Station, and involves about 2 professional Federal man-years annually.

Progress: Peaches. Shipping tests were conducted during the year to determine if the alternately inverted load could be used effectively to reduce damage and transportation costs by truck. Peaches were shipped during the 1958 season from Georgia and South Carolina to northern markets. This preliminary work indicates that significant savings in transportation and refrigeration costs could be achieved by using the new loading methods.

Apples. A total of 21 test shipments of apples from points in Massachusetts and Maine to 4 terminal markets in Florida were made during the year. Most of the container damage occurred at the rear of the load over the tandem axle area and was caused by forward and backward shifting of the containers in different layers. Controlled tests showed that this movement can be prevented by the use of "load locks" or other tie-down methods. It was also found that the prevailing method of offsetting the load by stacks instead of layers, and loading the boxes close to the rear doors, blocked the flow of cold air from the refrigeration units around and through the loads. The use of wall strips to hold the boxes away from truck walls, greatly improved air circulation and resulted in more favorable fruit temperature.

Plans: A series of shipping tests with apples from New England to Florida to evaluate several new loading methods and devices will be made during the coming year. Tests will also be continued on alternately inverted method for peaches shipped in truck-trailers during 1959 season. It is expected that the field work on peach loading will be completed in the spring of 1959 and a final report prepared.

Publications: Improved Loading of Baskets of Peaches and Fresh Prunes in Railroad Cars, A Study of Damage and Cost Reduction. Ronald A. Shadburne. USDA, MRR No. 275. Sept. 1958.

New Loading Method Cuts Shipping Costs for Peaches.
Phillip L. Breakiron. USDA, Agric. Mark. Sept. 1958.

VII. Examples of Proposals for Committee Consideration

A. Fire Fighting Methods (Submitted to Forest Committee)

FFR

New and improved fire fighting methods can increase the striking force of fire suppression units and thus decrease the frequency of excessive costs and damages associated with large fires. Research in fire fighting methods should be expanded, including development of aerial support, basic and applied studies of the use of water and of chemicals, and of new principles and techniques of suppression.

Losses from forest fires on 652 million acres of forest watershed and rangelands in the United States and close to \$500 million annually. Reported protection costs by Federal, State and local agencies are rapidly approaching \$100 million. Rising timber values, increased recognition of watershed values, greater population pressures on wild land resources and the persistent occurrence of conflagration fires, all point to the urgent need for increasing the effectiveness of protection forces. Opportunities to utilize cooperative assistance for research projects in this field greatly exceed the facilitating capacity of existing research staffs.

B. Fat and Fatty Acids in Nutrition (Submitted to Food and Nutrition Committee)

HN

The complex role of fats in human nutrition and the serious nature of disturbed fat metabolism are now widely recognized, but much remains to be done to determine the processes involved in the utilization of specific fats or fatty acids. Research should be expanded to determine the metabolic response to different kinds and amounts of fat and various fatty acids as affected by other dietary components and by age.

Expanded research with laboratory animals in all stages of the life cycle is needed to define differential requirements for age and the long-term biological effects of various dietary stresses affecting metabolism of fat. In addition studies of fat metabolism in man on self-chosen diets and on controlled diets are needed to define the relative importance of the amounts and kinds of fats and assortments of fatty acids and also the relationships among various nutrients affecting the physiological utilization of fat. Research findings which will help to clarify the relation of dietary fat to the health and well-being of human subjects will be of great importance to agriculture and the food industries as well as to public health.

C. Analysis of Production Response (Submitted to Economics Committee)

FE

The continuing strong tendency for farm production to exceed market outlets results in a persistent demand for modification of production control and price-support programs. Research in production response at the farm, regional, and National levels should be expanded so that more comprehensive information can be made available on the effects of changes in prices received, costs, technology, and other factors on production of major commodities and on total farm output.

In an agriculture as widespread and diverse as that of the United States, the factors determining production response for a given commodity, or for total farm output, are likely to differ greatly among individual farms, areas, and regions. Actual production response frequently differs greatly from the response which would maximize individual producers' profits. The extent and significance of these differences need to be appraised as a complement to the studies of profitable adjustments in farming at the farm, regional and National levels in order to provide improved guidance for individual producers and for the development of production programs and resource allocation. Additional analyses of how farmers adjust production to changing economic and other conditions could provide guides for more effective farm programs.

D. Improved Leather (Submitted to Livestock Committee)

EU

The development of new and more economical methods for the preserving, unhairing, and tanning of hides for the production of leathers with new and improved properties will help to reduce processing costs and increase consumer acceptance. Hide research, including histological, physical and chemical evaluation, should be strengthened to accelerate the development of new leather products with improved resistance to water, wear, and deterioration.

Leather is the traditional outlet for hides and skins, with about 85 percent going into shoe production. Substitute materials are making inroads into this market as evidenced by the replacement of over two-thirds of the leather as a soling material. The consumer, encouraged by the properties of the many new synthetic materials, expects to find leathers that are scuff-free and resistant to perspiration and garment leathers that are washable.

E. Maintaining Seed Quality (Submitted to Seed Committee)

BS-MR-AMS

The decline in viability and in vigor of seeds during storage and transit results in serious losses not only to the seed producer and seedsman, but to all of agriculture. Work on seed quality should be expanded by initiating basic research to determine the microbiological and physiological reasons for the loss of viability with particular reference to mode of action of important storage fungi and enzyme systems as related to functional deterioration.

Increasing recognition is being given by the seed industry to the importance of maintaining seedling vigor as opposed to previous emphasis on simple percentage of germination. Methods of assuring seedling vigor can best be attained by an increased understanding of the basic reasons for seed deterioration. Basic research results are needed to explain the effects of storage environment, container, and micro-atmosphere on retention of viability in seed.

VIII. TENTATIVE MEETING SCHEDULE OF ADVISORY COMMITTEES AND WORKING GROUPS

1959-60

Committee	Committee Meeting Date	Committee Meeting Place	Working Group Meeting Date	Meeting Hour
Citrus and Sub-tropical Fruit	11/2-6/59	Washington, D. C.	10/1/59	9:30 a.m.
Cotton and Cottonseed	2/24-26/60	Washington, D. C.	12/15/59	1:00 p.m.
Dairy	12/7-10/59	Washington, D. C.	10/15/59	9:30 a.m.
Deciduous Fruit and Tree Nut	1/4-7/60	Washington, D. C.	10/28/59	1:00 p.m.
Economics	2/24-26/60	Washington, D. C.	11/16/59	1:30 p.m.
Farm Equipment and Structures	2/9-12/60	Mississippi	11/9/59	9:00 a.m.
Feed and Forage	12/16-18/59	Washington, D. C.	10/23/59	1:00 p.m.
Food Distribution	2/3-5/60	Washington, D. C.	10/29/59	9:30 a.m.
Food and Nutrition	11/2-4/59	Washington, D. C.	9/30/59	1:30 p.m.
Forest	8/24-29/59	Pacific Northwest	6/19/59	1:30 p.m.
Grain	1/11-14/60	Washington, D. C.	10/22/59	9:30 a.m.
Home Economics	12/2-4/59	Washington, D. C.	10/15/59	1:30 p.m.
Livestock	2/15-18/60	Washington, D. C.	12/15/59	9:30 a.m.
Oilseeds and Peanut	1/25-27/60	Washington, D. C.	12/11/59	1:00 p.m.
Potato	(7th in Pa.) 12/7-10/59	Philadelphia, Pa. & Washington, D. C.	10/14/59	1:00 p.m.
Poultry	1/18-21/60	California	12/22/59	9:30 a.m.
Refrigerated and Frozen Products	2/23-26/60	Florida	1/8/60	1:30 p.m.
Rice	11/18-20/59	Washington, D. C.	10/8/59	9:30 a.m.
Seed	12/2-4/59	Washington, D. C.	10/16/59	1:00 p.m.
Sheep and Wool	11/2-5/59	California	10/1/59	1:00 p.m.
Soils, Water and Fertilizer	1/11-14/60	Georgia	10/26/59	9:00 a.m.
Sugar	11/2-6/59	Colorado, and Utah	10/2/59	1:00 p.m.
Tobacco	1/27-29/60	Washington, D. C.	11/13/59	1:00 p.m.
Transportation	2/23-25/60	Washington, D. C.	11/9/59	9:30 a.m.
Vegetable	2/8-12/60	Washington, D. C.	11/10/59	1:00 p.m.

Guide for Presentation of Marketing Service and Educational Programs
to RMA Advisory Committees

I GENERAL

A It is desirable for members of RMA advisory committees to be familiar with the programs of the agencies carrying on marketing service and educational work, and recent developments in these programs. Service and educational agencies shall continue to seek the advice of the committees regarding directions these programs might take. However, the systematic annual review that is appropriate for research programs frequently leads to unnecessary and time consuming repetition if followed for service and educational programs that are of a continuing nature. General recommendations in regard to the direction of these programs are as valuable, and much less stilted than the priority listings used in making recommendations regarding research.

B The service and educational agencies shall continue to have representation on the working groups that are associated with the advisory committees. This will facilitate appropriate presentation of the programs of their agency to the committee, and provide a means of maintaining familiarity with the research program and to suggest problems on which further research is needed. In the procedure which follows, working group members have special responsibility of identifying developments in their agencies' programs that deserve special presentation to a committee in a particular year.

II REPORT ON PROGRAM AND PROGRESS

A Agency Program. General publications summarizing the various marketing service and educational programs should be available to RMA advisory committee members. To familiarize committee members with these publications there will be a sheet in the "working materials" for each committee that will list these publications and show the pages that deal with the commodity or function in which the committee is interested. These publications will be available to committee members during the meetings.

(II)

B Developments of Interest to Particular Committees. From time to time there will be special developments in the various marketing service and educational programs that should be presented to RMA advisory committees. A report on such developments should be prepared for inclusion in the "working materials" for the committee meeting. The items covered in such a report might include (1) objective of the program, (2) how the program is carried out, (3) activities, accomplishments, and new developments, and (4) future needs and plans.

III PROPOSALS FOR COMMITTEE CONSIDERATION

A Advice on marketing service and educational work will usually take the form of "general recommendations" that will be helpful in guiding the further development of the program. When an agency has problems on which it desires committee advice, one or more proposals may be submitted for committee consideration.

B The first paragraph of a proposal shall be worded so the committee may, if it chooses, adopt it as a recommendation. Such a paragraph will have two parts i. e. (1) a statement of the problem or objective and (2) a statement of what needs to be done to solve the problem or reach the objective. There will usually be need for a second paragraph providing background. This paragraph will explain the importance of the problem and the value of the service or educational work to those who would benefit from it.

IV PARTICIPATION IN COMMITTEE MEETINGS

Representatives of marketing service and educational agencies may be asked to be present at some specific portion of the meeting, to answer questions even though no report or proposal has been included in the committee's working materials.

V TENTATIVE MEETING SCHEDULE OF ADVISORY COMMITTEES AND WORKING GROUPS

For tentative meeting schedule of RMA advisory committees and working groups see Exhibit A, page 15.

ACTION BY: AMS Personnel Working With RMA Advisory Committees

**Advisory Committees
Under the Research and Marketing Act**

I PURPOSE

This Instruction assigns responsibilities and prescribes procedures within AMS in connection with advisory committees established by the Department under the Research and Marketing Act (RMA).

II ADMINISTRATION OF RMA ADVISORY COMMITTEES

The responsibilities of RMA advisory committees established under the Research and Marketing Act of 1946 are "to make recommendations relative to research and service work authorized by this Act and to assist in obtaining the cooperation of producers, farm organizations, industry groups, and Federal and State agencies in the furtherance of such research and service programs." These committees may be either commodity or functional, depending upon the work or program involved. Members are appointed by the Secretary and include representatives from producers, processors and distributors, State Experiment Stations, and Extension Services.

A Department.

1 Advisory Committee Secretariat.

a Responsibility for the general administration of RMA advisory committees is assigned to the Agricultural Research Service (ARS). An RMA advisory committee secretariat is established in the Office of the Administrator, ARS, members of which serve as executive secretaries of RMA advisory committees.

(II A 1)

b The executive secretary of each RMA advisory committee prepares annually proposals for committee consideration and a progress report for the committee's respective commodity or function, and submits them to the committee in advance of its meeting. The progress reports are for use in program development, coordination, and evaluation; and for RMA advisory committee use in formulating recommendations for adjustments in the Department's programs.

2 Department Working Groups. Department working groups are composed of representatives of the divisions of the Services concerned with work in the areas covered by RMA advisory committees. There is a Department working group for each commodity or functional RMA advisory committee. The executive secretary of the RMA advisory committee also serves as chairman of the related Department working group.

B AMS Working Groups. AMS working groups are composed of one representative from each AMS Division working with RMA advisory committees.^{1/} (For the purpose of this Instruction, the Office of Liaison, Matching Fund Program, State Departments of Agriculture, and the Farmers Cooperative Service are considered Divisions.) These representatives are also members of appropriate Department working groups. Each AMS working group has a key representative. Key and working group representatives are appointed on an annual basis unless Deputy Administrators determine otherwise.

III RESPONSIBILITIES

A Deputy Administrators. Responsibility for supervision of RMA advisory committee relationships in AMS is assigned to the Deputy Administrators for their respective areas of program responsibility. The Deputy Administrator, Marketing Research, serves as coordinator. Such officials shall:

^{1/} Within the Agricultural Economics Division, representatives of three branches serve as working group representatives for the Economics Committee. They are considered division representatives.

(III A)

1 Approve appointments of AMS working group representatives (and alternates) from their respective divisions and jointly appoint an AMS key representative for each working group.

2 Meet with RMA advisory committees for discussion of particularly important aspects of division programs.

3 Review proposals for committee consideration and material for progress reports.

B Division Directors. Division directors have specific responsibilities for relations with RMA advisory committees for their respective areas of program responsibility. They shall:

1 Appoint representatives (and alternates) for their divisions on appropriate working groups (subject to approval of the appropriate Deputy Administrator).

2 Review and evaluate their programs, including plans for the future, in order that they may make recommendations with respect to proposals for committee consideration, and progress statements.

3 See that working group representatives are informed as to the work of the division which is to be reported to each advisory committee. (The economics and research division directors shall provide checklists of line projects to be reported, in accordance with Section IV A 2 below.)

4 Review proposals and progress statements prepared by working group representatives to assure that they reflect accurately and adequately the work under way or proposed in the division.

5 Meet with at least two or three RMA advisory committees each year.

6 Review committee recommendations and recommend budget adjustments required to carry out the actions decided upon.

(III)

C Key Representatives.

1 Key representatives have a general coordinative responsibility for AMS participation in working groups and relationships with RMA advisory committees. They are responsible directly to the Deputy Administrators. Division directors shall free key representatives from divisional assignments to the extent necessary to enable them to carry out their responsibilities effectively.

2 In carrying out their responsibilities, key representatives will need to become particularly familiar with the membership and mode of operation of their respective RMA advisory committees and with the marketing problems of the commodities or functions that the committees represent. They will need to become generally familiar with (a) AMS work in the fields of the committees, (b) the relationships of the AMS work to that of other agencies of the Department, and (c) organizational units and persons responsible for conducting the work, in order to exercise judgment on the most effective presentation of AMS programs to the committees and on sources of information needed to answer adequately questions raised by the committees. Specifically they shall:

a If deemed necessary, call their respective AMS working group representatives together to (1) review the proposals for consideration by the RMA advisory committees, (2) discuss relative priorities, and (3) resolve any problems relating to the presentation of AMS programs before the committee. Deputy Administrators and division directors shall be informed of meeting dates in order that they, or representative officials, may attend where possible. Problems of particular interest shall be brought to the attention of the appropriate Deputy Administrator or division director.

b Assemble, for an over-all AMS presentation, proposals for committee consideration submitted by working group representatives. Likewise, assemble statements for reports of progress prepared by working group representatives for all lines of work included in checklists for work to be reported to the committee.

(III C 2)

c Review such materials for conformity with approved procedures and, when necessary, arrange with working group representatives to supplement or revise materials.

d Transmit the assembled materials to the Deputy Administrator for Marketing Research.

e Work with the executive secretary in planning the agenda for RMA advisory committee meetings, scheduling attendance by AMS representatives, and arranging for the most effective presentation of AMS programs.

f Assist the executive secretary in coordinating proposals for committee consideration and material for the progress reports.

g Attend all sessions of the RMA advisory committee at which matters pertaining to AMS are discussed; and be responsible for assuring that questions relating to AMS programs are answered, misunderstandings are overcome, and correct information is made available to the RMA advisory committee.

h Consult with division representatives on implications of committee recommendations, and exercise judgment regarding the need for bringing committee actions of particular importance to the special attention of Deputy Administrators or division directors.

D Working Group Representatives.

1 Working group representatives shall participate in all activities of their working groups. In so doing they act on behalf of the division as a whole and are directly responsible to the division director.

(III D)

2 In carrying out their responsibilities, working group representatives will need to develop broad familiarity with problems affecting the commodities or functions represented by the RMA advisory committees and with the facilities of their divisions for contributing to the solution of problems considered by the committees. They should be alert to opportunities for effective liaison on behalf of the division and the Department as a whole with their RMA advisory committees. Specifically they shall:

a With guidance from their division directors, prepare and assemble proposals for committee consideration. Clear them with the division, consider priorities, and make changes as are needed to assure that the proposals adequately and accurately reflect the proposed program for the division. Transmit completed proposals to the key representative.

b With assistance of alternates, prepare progress statements and transmit them to key representatives (See Section IV A for information on preparation of progress statements.)

c Serve generally as channels of communication for their divisions with RMA advisory committees, via the executive secretary, for such purposes as sending journal articles, speeches, etc., (see Section VI for distribution of research publications), to the committees, or seeking an interim reaction to proposed revisions of programs.

d Cooperate with their alternates to assure that the latter is prepared to fulfill effectively the duties of the working group representatives whenever necessary. This will best be accomplished if the representatives seek the assistance of their alternates in the conduct of their specific duties and arrange participation by the alternates in working group meetings where appropriate.

(III D 2)

e Assist the key representatives and the executive secretary in arranging for oral presentations in RMA advisory committee meetings relating to programs of the division. Such presentations may be made by the representative or by other staff members as is most appropriate in specific instances.

f Review recommendations made by RMA advisory committees and bring the implications of these recommendations, as they apply to the activities of the particular division, to the attention of the division director.

E Alternates. Alternate working group representatives shall work closely with the representatives, assisting them in carrying out their specific duties, and shall participate where appropriate in working group activities. They shall be prepared to substitute for the representatives whenever necessary.

IV PREPARATION, DISTRIBUTION, AND DUE DATES FOR MATERIAL TO BE
SUBMITTED TO ADVISORY COMMITTEE

A Preparation.

1 With the assistance of alternates, working group representatives shall prepare proposals for committee consideration and progress statements for their particular field of activities in accordance with the following:

a Exhibit A is a Guide for Preparation of Progress Reports and Other Materials for Advisory Committees issued each year by ARS. It is for use by the economics, statistics, and research divisions.

b Exhibit B is a Guide for Presentation of Marketing Service Programs to Advisory Committees. It is for use by the service divisions.

(IV A)

2 Divisions shall inform working group representatives of the work of the division which is to be reported to advisory committees. The economics and research divisions shall prepare checklists of line projects to be reported, using the format illustrated in Exhibit C, Line Project Checklist for Use in Preparing Materials for RMA Advisory Committees, attached. Enter the title of the line project and check the applicable committee(s) in the spaces provided.

3 The current work project annual report provides most of the information needed for a brief, clear statement of Problem, Program, Progress, Plans, and Publications. Sentences can be taken directly from that report in most instances. When necessary, research workers who prepared line project reports may be called on for information and assistance in completing progress statements.

B Number of Copies and Distribution.

1 Working group representatives shall submit proposals for committee consideration and materials for progress reports in an original and five copies each. (If information about one unit of work is of concern to more than one RMA advisory committee, make sufficient copies so that each key representative who needs the material may have an original and five copies for use in preparing and transmitting his material to the executive secretary concerned.)

2 The working group representatives shall assemble the material from his division or branch and submit an original and four copies to the key representative.

3 The key representative shall further assemble material as may be required and submit the original and three copies to the Deputy Administrator for Marketing Research, Attention: A. W. True, Room 216E. The Deputy Administrator after reviewing the reports and clearing them with other Deputy Administrators will transmit them to the appropriate executive secretary.

C Due Dates. The dates materials are to be submitted to the Deputy Administrator for Marketing Research are given in Exhibit D, attached. Keymen and representatives shall set earlier target dates

(IV c)

than those given so that they may have sufficient time to administer their respective functions.

V ORDER OF OCCURRENCE OF AMS WORK WITH ADVISORY COMMITTEES

Following is a brief outline of the order in which AMS personnel work with RMA advisory committees.

A The economics, statistics, and research divisions meet for general planning. The advisory committee secretariat and the Deputy Administrators are invited to attend these meetings.

B All divisions review and evaluate their programs, including plans for the future. This is done so that they may make recommendations with respect to proposals for committee consideration and progress statements.

C Material to be submitted to committees is prepared, assembled, reviewed, and routed. Proposals for committee consideration and progress statements are prepared and submitted separately. (See Section III for responsibilities for preparing, assembling, reviewing, and routing materials. See Section IV for information on preparation, required copies, distribution, and due dates.)

D AMS working groups meet, if key representatives deem necessary, to review proposals, discuss priorities, and resolve problems.

E Department working groups meet. Key representatives and all AMS working group representatives attend these meetings. (For details see Exhibit A, page 9, Item V A. For tentative meeting schedule see Exhibit A, page 15.)

F RMA advisory committees meet. Copies of the committees' recommendations are sent to Deputy Administrators, division directors, branch chiefs, key representatives, working group representatives, and alternates. (For information on advisory committee meetings see Exhibit A, page 7, items III and IV.)

(V)

G Division directors review committee recommendations and recommend budget adjustments. These adjustments will be reflected in the annual preliminary budget estimates.

VI DISTRIBUTION OF RESEARCH PUBLICATIONS TO RMA ADVISORY COMMITTEE MEMBERS

A The Office of the Deputy Administrator shall recommend to the executive secretaries AMS publications in the marketing research field to be mailed to RMA advisory committee members, and shall send one copy each of such publications to the executive secretaries for review.

B Working group representatives shall recommend to the executive secretaries AMS journal articles, speeches, etc., to be mailed to RMA advisory committee members, and shall send one copy each of such publications to the executive secretaries for review.

C Executive secretaries will select publications to send to committee members and check mailing lists to avoid duplicate mailing.

O. V. Wells

O. V. Wells
Administrator

Attachments

AMS INSTRUCTION 113-1

EXHIBIT A

.Subject: 1960 GUIDE FOR PREPARATION OF PROGRESS REPORTS .
 . and other working materials for .
 . 1960-61 Meetings with Research and Marketing Advisory Committees .

Note: Extra copies may be obtained by calling extension 4431

I. Progress Reports (One for Each Committee).

A. Purpose and Use.

1. An annual progress report is a "tool" for advisory committee use in the formulation of recommendations and for administrative use in program development, coordination and evaluation.
2. Each progress report should cover all the areas of work administratively determined as those to be reviewed by the committee in question. Duplicating review will be held to a minimum.
3. Copies will be distributed only to advisory committee members, research administrators and others participating in the development of public agricultural research programs. Because many of the research findings included in the report will be tentative or preliminary, only a limited number of copies will be duplicated.

B. Format

All reports will follow a similar type of outline. The work will be classified as indicated irrespective of the agency doing the work.

1. Major headings for commodity reports will be:

- I. Farm Research
- II. Utilization Research and Development
- III. Home Economics Research
- IV. Marketing Research

(For functional reports, appropriate broad fields will be used as major headings.)

2. The major headings in the commodity committee reports will usually be divided into the following sub-headings.

a. Farm Research

- (1) Crop committees
 - (a) Breeding and Genetics (Including Plant Introduction and Development)
 - (b) Physiology and Nutrition
 - (c) Cultural Practices
 - (d) Weed Control
 - (e) Disease and Nematode Control
 - (f) Insect Control
 - (g) Mechanization of Production and Harvesting
 - (h) Economics of Production

- (2) Animal committees
 - (a) Breeding and Performance Testing
 - (b) Physiology
 - (c) Production, Practices, Equipment and Facilities
 - (d) Nutrition and Feeding
 - (e) Diseases, Parasites and Metabolic Disorders
 - (f) Insect Control
 - (g) Economics of Production and Management
 - b. Utilization Research and Development
 - (1) Chemical Composition and Physical Properties
 - (2) New and Improved Food Products and Processing Technology
 - (3) New and Improved Feed Products and Processing Technology
 - (4) New and Improved Industrial Products and Processing Technology
 - c. Marketing Research
 - (1) Market Potentials, Preferences and Development
 - (2) Measurement and Evaluation of Market Quality
 - (3) Product Protection during Marketing
 - (4) Transportation, Storage and Packaging
 - (5) Equipment, Facilities, Methods and Firm Efficiency
 - (6) Costs, Margins, and Organization of the Marketing System
 - (7) Supply, Demand and Price
3. Under these sub-headings there will be a progress statement for each specific area of work. Following a title and an agency designation, each statement will have five parts. (See examples, pages 10, 11, and 12.)

- a. Problem. The first sentence should state the problem as it is faced by the producers, processors, distributors, consumers and others who will use or benefit from the results of the research. A second sentence should be used to explain the objective of the research when this is not clear from the first sentence.

Examples:

- (1) Problem: Effective insecticides and other measures are needed for better control of resistant house flies and other filth and disease-carrying insects, such as cockroaches, in and around livestock barns.
- (2) Problem: Develop new and diverse food products from rice that are easy to prepare and have superior flavor and texture appeal, and devise economical processes for their manufacture.

- (3) Problem: Growers, shippers, and receivers are faced with increased freight rates and protective service charges, mounting losses from spoilage and damage in transit, and reduced shelf life of their products because of ineffective refrigeration or ventilation during transportation. More efficient loading methods that can be used at little or no additional cost to the shippers should provide better protection for the containers and the products and facilitate improved refrigeration and ventilation.

- b. Program. A sentence or two that gives the (1) duration, (2) type of research, (3) cooperation, (4) location and (5) magnitude of the current research program in the specific area of work.

Location statements should give town and State for Federal stations, but towns can be omitted when statement shows cooperation with specific State Experiment Stations. If the work is cooperative with more than ten State stations the number of cooperating stations can be given without listing them.

Magnitude should be given in number of professional Federal man-years annually, rounded to the nearest whole number. No attempt should be made to give the magnitude of cooperators contributions unless they are grants of money or personnel under direction of the Federal agency. When the specific area of work includes one or more contracts, the name of the contractor(s), and the subject, of each contract should be given.

Examples:

- (1) Program: This continuing long-range program of applied and basic research is conducted in Federal laboratories at Orlando, Florida; Corvallis, Oregon; Kerrville, Texas; in cooperation with these States and at the State Experiment Stations in Mississippi and Nebraska. It involves about 3 professional Federal man-years annually.
- (2) Program: A 3-year basic and developmental study dealing with properties of starches and proteins as well as whole kernels of rice, that is conducted at Albany, California laboratory and involves one professional man-year annually.
- (3) Program: This long-term, continuing program involves test shipments by rail and truck of agricultural commodities in various types of containers from producing areas to terminal markets. Work is conducted with the cooperation of shippers, receivers, the

Maine Department of Agriculture and the Maine Agricultural Experiment Station, and involves about two professional Federal man-years annually.

- c. Progress: One or more paragraphs covering progress (or lack of it) and significant findings (negative as well as positive) since the last progress report. Explanation of "operational" progress **should** be minimized and in most cases information regarding staff, facilities and research methodology **should not be included**. Major emphasis should be given to findings. A single sentence should be adequate under this heading when work has not progressed to the "findings" stage. Clarity can frequently be achieved by the use of subheadings for particular studies as is done in the example on page 12.
- d. Plans: Indicate in two or three sentences plans through Fiscal Year 1962 assuming continued availability of current funds. The statement should be specific enough to indicate (1) those phases of the work that are to be continued, (2) those scheduled for completion, (3) those that are to be discontinued and (4) the nature of new work to be started.
- e. Publications: List publications since ~~the~~ last report that include the results of research. For each give title, author and reference. Do not include general or popular articles based on previously published results. Also, omit unpublished papers and other materials that are not available in libraries. Omit publications that are "in press" unless they are of enough importance for mention under "Progress."

C. Brevity.

If material transmitted by agencies is not brief, it will be returned for briefing or the executive secretary may abbreviate the report.

D. Typing Instructions.

Material for use in Progress Reports should be double-spaced, on one side of sheet, and each specific area of work should be started on a new page. Preceding the title for each specific area of work there should be a statement of its source and intended use, such as: "Submitted by Crops Research Division for 1960-61 Progress Report for the Potato Advisory Committee."

II. Proposals for Committee Consideration

- A. Use. Proposals will not be included in the Progress Report. They will be furnished separately to committee and working group members as part of the working materials for use at the committee meeting.

B. Scope. Proposals for new work or expansion of current work should be in terms of problems to be solved (not project titles). Each should cover one specific problem and should be presented separately. When proposals are for expansion of current work there should be only one proposal for each specific area of work included in the Progress Report. The relation of the proposal to the specific area of work should be clearly evident from its title.

C. Format.

1. The first paragraph should be worded as a recommendation so that the committee, if it so chooses, may adopt it for inclusion in its report. This paragraph should consist of:

- (a) A statement of the problem
- (b) A statement of the type of research needed to solve the problem.

2. A second paragraph may be used to provide additional background if needed to explain the importance of the problem to be solved. Information should be supplied so that committeemen can make an appraisal without extensive discussion of each proposal during the meeting. Preliminary results of current research which are not included in the Progress Report that suggest the need for additional research may be included when they strengthen the justification of the proposal. The following statement of "criteria" that will be included in "working materials for committee members" indicates the type of information that is helpful in judging "importance."

- (a) Scope or size of problem.....Local, regional, national
Number of acres, farms, firms,
volume of product, dollars,
etc. involved.
- (b) Character of research.....Basic or applied
Extent of contribution to
present program and problems
- (c) Probable uses or adoption
of results by.....Producers, consumers, or
industries affected
Public bodies
Research workers
- (d) Urgency or seriousness.....Health or welfare
National security
Economic
- (e) Contributory factors.....Cooperation of States and
industries affected
Availability of special funds,
facilities, materials,
personnel

D. Typing Instructions.

Proposals for committee consideration should be double spaced, on one side of sheet and each proposal should be started on a new page. Preceding the title for each proposal there should be a statement of source and intended use such as "Proposal submitted by Market Quality and Transportation and Facilities Divisions for consideration of the Food Distribution Advisory Committee at its 1961 meeting."

E. Assembly and Distribution.

Executive Secretaries should assemble tentative "Proposals for Committee Consideration" and send a copy to each working group member and alternate and appropriate administrative leaders of research in advance of the first meeting of the working group.

III. Agenda for Committee Meetings (See page 15 for meeting schedule).

A. Presentation of Work Under Way.

1. The outline used in the progress report under each major heading should be followed in the meeting. However, the order in which farm utilization, home economics, and marketing research are considered should be rotated from year to year.
2. Oral presentations by the Department staff should be brief and limited to:
 - a. Clarifying information in the Progress Report in response to specific questions by committee members.
 - b. Presenting visual material or additional pertinent facts which were not included in the Progress Report.
 - c. Evaluating the probable outcome or accomplishments to be expected from the research when it is completed.

B. Formulation of Recommendations.

Discussion of the "Plans" for current work and whether work should be expanded, or new work undertaken in a particular field should follow the consideration of progress in that field.

IV. Report of Committee Meetings.

A. Format. Each report shall have three sections:

1. General Comments and Recommendations--This should include recommendations on aspects of the program broader than the specific field of the individual committee, such as, need for more basic research, better dissemination of research results and more effective service programs.

2. Recommendations and Comments on Current Program--These will deal principally with "plans" that are included in the Progress Report. This portion of the report should indicate that the committee has reviewed the current program and their reaction to it. It may include commendation of going or completed work and specific recommendations on (1) changes in emphasis, or (2) decreased emphasis, early completion or termination of work when the committee believes that available funds are not being used on problems of greatest importance.
3. Recommendations for New and Expanded Research.
 - a. This section is to be organized under the same major headings that are used in the Progress Report.
 - b. Each recommendation is to cover a single subject or problem. Under each major heading the recommendations are to be placed in numerical priority. There is to be only one item "1," one "2," etc. and recommendations for expansion and new work are to be part of a single series of priorities.

B. Clearance and Distribution of Reports of Committee Meetings.

1. The Executive Secretary will prepare a tentative draft report to be reviewed by working group members and to be sent to committee members for suggested revisions and approval.
2. The revised and approved report will be duplicated for general distribution.

C. Minutes of Committee Meetings.

In addition to the reports of committee meetings the Executive Secretary of each committee will prepare minutes. The minutes will include information of interest to committee and working group members that is not included in the committee report. Items such as who made presentations, attendance at meetings, election of officers, votes on proposed recommendations, suggestions regarding date, place and program for next meeting and other "housekeeping" items will be included in the minutes rather than in the report.

D. Memorandum to Administrator.

Committee functions do not include the making of recommendations on such matters of research administration as how, where, by whom, and at what cost work should be done. However, if committees feel strongly that they should make a recommendation dealing with some aspect of administration, such a recommendation may be made in a memorandum to the administrator to be transmitted by the executive secretary of the committee.

V. Working Group Responsibility and Meetings (See page 15 for date of meetings).

A. Working Group Meetings.

1. The first meeting of each working group should be held in advance of the meeting of the advisory committee.
 - a. The purpose of this meeting will be to:
 - (1) Review the tentative draft of "Proposals for Committee Consideration" to be sure that they present the Department's recommendations and are not an unorganized compilation of agency, division and branch proposals.
 - (2) Develop a tentative agenda for the advisory committee meeting.
 - (3) Report to Executive Secretary action on last year's recommendations.
2. A second meeting of a working group may be held following the advisory committee meeting to report to the members of the working group the recommendations and discussions that took place at the advisory committee meeting.
3. Working groups may wish to have a summer meeting for a general review of the Department's program in their particular field of interest.

B. Publications reporting research done by the Department should be sent to committee members by the Executive Secretary of the committee rather than by the author, agency, or working group members.

VI. Examples of Progress States for Specific Areas of Work

A. Control of House Flies (Submitted to Livestock Committee 1959) ENT

Problem: Effective insecticides and other measures are needed for better control of resistant house flies and other filth and disease-carrying insects, such as cockroaches, in and around livestock barns.

Program: This continuing long-range program of applied and basic research is conducted at Orlando, Florida; Corvallis, Oregon; Kerrville, Texas; and in cooperation with the State Experiment Stations in Mississippi, and Nebraska. It involves about three professional Federal man-years annually.

Progress: House fly resistance to malathion is becoming pronounced in Florida, Georgia, and other places in the South. This insecticide, both as a residual spray on walls and in baits, is less effective than formerly; Diazinon and Dipterex in baits are still giving good control, but it is doubtful that this will continue very long. Laboratory and field tests with pyrethrin and allethrin plus the synergist piperonyl butoxide at ratios of 1 to 10 incorporated in sugar baits were effective for control of organic phosphorus-resistant strains of house flies in Central Florida. These formulations are not as effective as the organic phosphorus materials were originally, but they seem to do a fairly good job in combating flies where other materials fail.

Special tests show that the use of malathion and DDT, alternately, concurrently, or separately, did not prevent resistance from developing in house flies. For example, exposure of flies to a mixture of DDT plus malathion for 30 generations caused a resistance to develop which amounted to about 75 times that of normal flies. When these two insecticides were used on flies in alternating generations, the resistance developed to about 30 times that of normal flies. The expectation of combating resistance by combining or alternating use of unrelated insecticides is not promising.

The German Cockroach is already resistant in most localities to chlordane and dieldrin, and shows sign of resistance to lindane and pyrethrin. Malathion and Diazinon are still effective.

Plans: Investigations will be continued to find substitute insecticides and efficient protectants to control house flies and cockroaches. Studies will be initiated to obtain information on the biological and physiological nature of resistance with the hope of developing satisfactory counter-measures to control these pests.

Publications: Organice Phosphorus Insecticides as Residual Sprays for the Control of House Flies. J. B. Gahan, H. G. Wilson, J. C. Keller and Carroll N. Smith. Jour. Econ. Ent. 50(6): 789-793. 1957

The House Fly--How to Control It. USDA Leaflet No. 390. 1958.

B. New Food Products from Rice (Submitted to Rice Committee 1958) WU

Problem: Develop new and diverse food products from rice that are easy to prepare and have superior flavor and texture appeal, and devise economical processes for their manufacture.

Program: A 3-year basic and developmental study dealing with properties of starches and proteins as well as whole kernels of rice, that is conducted at Albany, California laboratory and involves one professional man-year annually.

Progress: Canned white rice developed previously at WU was prepared under commercial conditions for a market test. In this test, conducted by the Agricultural Marketing Service during the past year, it met with good general acceptance, but was criticized on two points. These were an excessive cohesiveness, making the product difficult to remove from the can and to separate into individual kernels, and the presence of rust spots in some cans. The latter difficulty was found to be due to failure of these cans to hold their initial vacuum and was established as being due to faulty can manufacture.

Progress in reducing the undesirable cohesion of the canned and stored product included development of a test for objective evaluation of the degree of cohesion. By this test, rice canned as for the market test showed only 25 to 28 percent of kernel separation, whereas rice treated with suitable vegetable oil emulsions showed 85 to 90 percent kernel separation.

A marked improvement was also noticeable in cooking trials of the oil-treated products. Only very small amounts of the oil are retained by the rice and no effects on flavor could be detected. Satisfactory improvement could also be obtained by use of certain emulsifying or surface-active agents used alone at very low levels, rather than in combination with the vegetable oil in an emulsion.

Plans: Other agents, singly or in combination, and other pre-canning treatments will be tried. Research will be continued to improve other rice products already well along toward commercial development. Work will be initiated on other new products and processes. Improved methods and equipment will be sought for production of an instant breakfast cereal and quick-drying rice produced from Western varieties.

Publications: Rice Investigations at Western Regional Research Laboratory. E. B. Kester. Rice Jour. Ann. Issue 60: 1920, 22-24, 26, No. 7, 1957.

C. Improved Loading Methods (Submitted to Transportation Committee 1959) TF

Problem: Growers, shippers, and receivers are faced with increased freight rates and protective service charges, mounting losses from spoilage and damage in transit, and reduced shelf life of their products because of ineffective refrigeration or ventilation during transportation. More efficient loading methods that can be used at little or no additional cost to the shippers should provide better protection for the containers and the products and facilitate improved refrigeration and ventilation.

Program: This long-term, continuing program involves test shipments by rail and truck of agricultural commodities in various types of containers from producing areas to terminal markets. Work is conducted with the cooperation of shippers, receivers, the Maine Department of Agriculture and the Maine Agricultural Experiment Station, and involves about 2 professional Federal man-years annually.

Progress: Peaches. Shipping tests were conducted during the year to determine if the alternately inverted load could be used effectively to reduce damage and transportation costs by truck. Peaches were shipped during the 1958 season from Georgia and South Carolina to northern markets. This preliminary work indicates that significant savings in transportation and refrigeration costs could be achieved by using the new loading methods.

Apples. A total of 21 test shipments of apples from points in Massachusetts and Maine to 4 terminal markets in Florida were made during the year. Most of the container damage occurred at the rear of the load over the tandem axle area and was caused by forward and backward shifting of the containers in different layers. Controlled tests showed that this movement can be prevented by the use of "load locks" or other tie-down methods. It was also found that the prevailing method of offsetting the load by stacks instead of layers, and loading the boxes close to the rear doors, blocked the flow of cold air from the refrigeration units around and through the loads. The use of wall strips to hold the boxes away from truck walls, greatly improved air circulation and resulted in more favorable fruit temperature.

Plans: A series of shipping tests with apples from New England to Florida to evaluate several new loading methods and devices will be made during the coming year. Tests will also be continued on alternately inverted method for peaches shipped in truck-trailers during 1959 season. It is expected that the field work on peach loading will be completed in the spring of 1959 and a final report prepared.

Publications: Improved Loading of Baskets of Peaches and Fresh Prunes in Railroad Cars, A Study of Damage and Cost Reduction. Ronald A. Shadburne. USDA, MRR No. 275. Sept. 1958.

New Loading Method Cuts Shipping Costs for Peaches. Phillip L. Breakiron. USDA, Agric. Mark. Sept. 1958.

VII. Examples of Proposals for Committee Consideration

A. Fire Fighting Methods (Submitted to Forest Committee 1958) FFR

New and improved fire fighting methods can increase the striking force of fire suppression units and thus decrease the frequency of excessive costs and damages associated with large fires. Research in fire fighting methods should be expanded, including development of aerial support, basic and applied studies of the use of water and of chemicals, and of new principles and techniques of suppression.

Losses from forest fires on 652 million acres of forest watershed and rangelands in the United States are close to \$500 million annually. Reported protection costs by Federal, State and local agencies are rapidly approaching \$100 million. Rising timber values, increased recognition of watershed values, greater population pressures on wild land resources and the persistent occurrence of conflagration fires, all point to the urgent need for increasing the effectiveness of protection forces. Opportunities to utilize cooperative assistance for research projects in this field greatly exceed the facilitating capacity of existing research staffs.

B. Fat and Fatty Acids in Nutrition (Submitted to Food and Nutrition Committee 1958) HN

The complex role of fats in human nutrition and the serious nature of disturbed fat metabolism are now widely recognized, but much remains to be done to determine the processes involved in the utilization of specific fats or fatty acids. Research should be expanded to determine the metabolic response to different kinds and amounts of fat and various fatty acids as affected by other dietary components and by age.

Expanded research with laboratory animals in all stages of the life cycle is needed to define differential requirements for age and the long-term biological effects of various dietary stresses affecting metabolism of fat. In addition studies of fat metabolism in man on self-chosen diets and on controlled diets are needed to define the relative importance of the amounts and kinds of fats and assortments of fatty acids and also the relationships among various nutrients affecting the physiological utilization of fat. Research findings which will help to clarify the relation of dietary fat to the health and well-being of human subjects will be of great importance to agriculture and the food industries as well as to public health.

C. Analysis of Production (Submitted to Economics Committee 1959) FE

The continuing strong tendency for farm production to exceed market outlets results in a persistent demand for modification of production control and price-support programs. Research in production response at the farm, regional, and National levels should be expanded so that more comprehensive information can be made available on the effects of changes in prices received, costs, technology, and other factors on production of major commodities and on total farm output.

In an agriculture as widespread and diverse as that of the United States, the factors determining production response for a given commodity, or for total farm output, are likely to differ greatly among individual farms, areas, and regions. Actual production response frequently differs greatly from the response which would maximize individual producers' profits. The extent and significance of these differences need to be appraised as a complement to the studies of profitable adjustments in farming at the farm, regional and National levels in order to provide improved guidance for individual producers and for the development of production programs and resource allocation. Additional analyses of how farmers adjust production to changing economic and other conditions could provide guides for more effective farm programs.

D. Improved Leather (Submitted to Livestock Committee 1959)

EU

The development of new and more economical methods for the preserving, unhairing, and tanning of hides for the production of leathers with new and improved properties will help to reduce processing costs and increase consumer acceptance. Hide research, including histological, physical and chemical evaluation, should be strengthened to accelerate the development of new leather products with improved resistance to water, wear, and deterioration.

Leather is the traditional outlet for hides and skins, with about 85 percent going into shoe production. Substitute materials are making inroads into this market as evidenced by the replacement of over two-thirds of the leather as a soling material. The consumer, encouraged by the properties of the many new synthetic materials, expects to find leathers that are scuff-free and resistant to perspiration and garment leathers that are washable.

E. Maintaining Seed Quality (Submitted to Seed Committee 1958)

MQ

The decline in viability and in vigor of seeds during storage and transit results in serious losses not only to the seed producer and seedsman, but to all of agriculture. Work on seed quality should be expanded by initiating basic research to determine the microbiological and physiological reasons for the loss of viability with particular reference to mode of action of important storage fungi and enzyme systems as related to functional deterioration.

Increasing recognition is being given by the seed industry to the importance of maintaining seedling vigor as opposed to previous emphasis on simple percentage of germination. Methods of assuring seedling vigor can best be attained by an increased understanding of the basic reasons for seed deterioration. Basic research results are needed to explain the effects of storage environment, container, and micro-atmosphere on retention of viability in seed.

TENTATIVE MEETING SCHEDULE OF ADVISORY COMMITTEES AND WORKING GROUPS

1960-61

Committee	Committee Meeting Date	Committee Meeting Place	Working Group Date	Meeting Hour
Citrus and Sub-tropical Fruit	11/18-23/60	Florida	9/29/60	9:30 a.m.
Cotton and Cottonseed	2/27-3/1/61	Washington, D. C.	1/3/61	9:30 a.m.
Dairy	12/5-8/60	Washington, D. C.	11/9/60	9:30 a.m.
Deciduous Fruit and Tree Nut	1/16-20/61	Michigan	10/14/60	9:30 a.m.
Economics	2/15-17/61	Washington, D. C.	11/14/60	9:30 a.m.
Farm Equipment and Structures	2/1-3/61	Washington, D. C.	Beltsville 11/23/60	9:30 a.m.
Food Distribution	2/8-10/61	Washington, D. C.	11/22/60	9:30 a.m.
Food and Nutrition	10/31-11/2/60	Washington, D. C.	9/23/60	9:30 a.m.
Forage, Feed and Seed	11/16-18/60	Washington, D. C.	9/30/60	1:30 p.m.
Forestry	10/2-7/60	New York	7/25/60	9:30 a.m.
Grain	1/9-12/61	Washington, D. C.	11/8/60	9:30 a.m.
Home Economics	12/7-9/60	Washington, D. C.	10/17/60	9:30 a.m.
Livestock	2/14-17/61	Washington, D. C.	1/4/61	9:30 a.m.
Oilseeds & Peanut	1/23-26/61	Albany, California	12/13/60	9:30 a.m.
Potato	11/28-12/2/60	Washington, D. C.	9/30/60	9:30 a.m.
Poultry	1/16-19/61	Washington, D. C.	12/13/60	1:30 p.m.
Refrigerated and Frozen Products	2/13-15/61	Washington, D. C.	12/12/60	9:30 a.m.
Rice	10/31-11/2/60	Arkansas	9/22/60	9:30 a.m.
Sheep and Wool	11/2-4/60	Washington, D. C.	9/28/60	1:30 p.m.
Soils, Water and Fertilizer	1/3-6/61	Texas	Beltsville 10/27/60	9:30 a.m.
Sugar	12/14-16/60	Washington, D. C.	10/21/60	9:30 a.m.
Tobacco	1/24-27/61	North Carolina	11/10/60	9:30 a.m.
Transportation	2/28-3/2/61	Washington, D. C.	12/20/60	9:30 a.m.
Vegetable	2/6-9/61	Washington, D. C.	10/28/60	9:30 a.m.

Guide for Presentation to RMA Advisory Committees of Marketing Service
Progress Statements and Proposals for Committee Consideration

I GENERAL

Reporting, either in writing or orally, of AMS activities that fall in the category "Marketing Service and Educational Programs" is less formal than for research programs. Even though advisory committees are interested in these activities, detailed annual reporting, unless there are significant new developments, can become repetitive. Reporting is optional for AMS Divisions responsible to the Deputy Administrator for Marketing Services, with one exception. The Special Services Division shall report its transportation work to the Transportation Advisory Committee each year. The Agricultural Estimates Division and the Office of Liaison, Matching Fund Programs, will need to report annually to some committees which have major interest in the respective areas.

II WRITTEN PROGRESS STATEMENTS

A When a written report is made, it is suggested that it include:

- 1 Objective of the program;
- 2 How the program is carried out;
- 3 Activities, accomplishments, and new developments;
- 4 Future plans and needs; and
- 5 Publications.

B Reporting divisions shall submit the report to the Office of the Deputy Administrator, Marketing Research, by the date shown on Exhibit D for progress statements for the advisory committee.

III PROPOSALS FOR COMMITTEE CONSIDERATION

A service division may submit one or more proposals for committee consideration dealing with initiation of new service work or the expansion of current work. Such proposals will be included in the materials prepared by the executive secretary entitled "Proposals and Other Working Materials."

A Word the first paragraph of these proposals so that the committee may use it as one of its "General Recommendations." Usually the first paragraph should contain (1) a statement of the problem to be solved or objective to be reached, and (2) a statement of what needs to be done to solve the problem or reach the objective.

B Give the background and importance of the problem or objective in the second paragraph.

IV ORAL REPORTS TO ADVISORY COMMITTEES

If a service division would like to report orally to a committee on some aspects of its program, the working group representative should so inform the executive secretary of the committee before the Department working group meeting. The allotment of time and the place on the schedule will be determined by the working group in its consideration of the agenda for the meeting.

V ATTENDANCE AT ADVISORY COMMITTEE MEETINGS

AMS working group representatives and alternates are welcome to attend as much of any advisory committee meeting (except executive sessions) as they wish. Whether in attendance or "on call," they should be available and prepared to answer such questions as committee members may have regarding the service programs of the division which they represent.

7-22-60

- 1/ Give the page number on which the line project is discussed in the Work Project Annual Report.
- 2/ Line project information not to be reported to any RMA advisory committee.

Dates Materials Are To Be Submitted to the
Deputy Administrator for Marketing Research

<u>Committee</u>	July 15	Aug. 23	Sept. 9	Sept. 9	Oct. 4	Nov. 8	Dec. 6
	Progress Reports	Progress Reports	Proposals for Comm. Consideration	Progress Reports	Progress Reports	Progress Reports	Progress Reports
Citrus and Subtropical Fruit		X	X				
Cotton and Cottonseed			X			X	
Dairy			X	X			
Deciduous Fruit and Tree Nut			X	X			
Economics			X			X	
Farm Equipment and Structures			X			X	
Forage, Feed and Seed			X	X			
Food Distribution			X			X	
Food and Nutrition		X	X				
Forestry	X		X				
Grain			X		X		
Home Economics		X	X				
Livestock			X			X	
Oilseeds and Peanut			X		X		
Potato			X	X			
Poultry			X		X		
Refrigerated and Frozen Products			X				X
Rice		X	X				
Sheep and Wool		X	X				
Soils, Water and Fertilizer			X		X		
Sugar			X		X		
Tobacco			X			X	
Transportation			X				X
Vegetable			X			X	

